



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

October 4, 2006

INSPECTOR GENERAL INSTRUCTION 1432.1

HONORARY AWARDS PROGRAM

FOREWORD

This Instruction provides the basic instructions required for the management of the Department of Defense Office of Inspector General (DoD OIG) Honorary Awards Program.

The OIG Honorary Awards Program prescribes policies, procedures, guidelines, and program responsibilities. This Instruction describes OIG awards, DoD awards, and other awards available to the OIG career and noncareer Federal employees, private citizens, and foreign nationals.

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General for
Administration and Management

6 Appendices: a/s

HONORARY AWARDS PROGRAM

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CHAPTER 1 INTRODUCTION

A. Purpose. This Instruction supplements the incentive award provisions in reference (a) by establishing an honorary awards program for the OIG.

B. References. See Appendix A.

C. Cancellation. This Instruction supersedes Inspector General Regulation 1432.1, “*Honorary Awards*,” dated December 16, 1991.

D. Applicability

1. This Instruction applies to civilian employees regularly assigned to the OIG, who meet the definition of “employee” under Title 5, United States Code (U.S.C.), Section 2105, (reference (a)), nonappropriated fund employees, private citizens, and foreign nationals.

2. For purposes of this Instruction, the Inspector General, the Principal Deputy Inspector General (PDIG), the Deputy Inspectors General (DIG), the Assistant Inspectors General (AIG) who report directly to the Inspector General, and the Director, Equal Employment Opportunity Office are referred to collectively as the OIG Component Heads.

E. Definitions. See Appendix B.

F. Authorities. The Inspector General:

1. Has overall authority and responsibility for the OIG Honorary Awards Program.

2. Has overall authority and responsibility for nominating OIG career and noncareer Federal employees, private citizens, and foreign nationals for OIG, Presidential, DoD, and Office of the Secretary of Defense (OSD) honorary awards.

3. May grant honorary awards (under Title 5 U.S.C. 4505 (reference (a))) to former OIG employees and to the legal heirs or estates of deceased OIG employees, if the contribution being recognized was made during his/her OIG employment.

G. Policy. It is the OIG policy to:

1. Recognize and reward OIG employees, private citizens, or foreign nationals either individually or in groups, appropriately, promptly, and on the basis of merit for his/her contributions or other personal efforts that exceed normal expectations or standards and result in improved productivity and efficiency of operations.

2. Ensure the type of recognition is in keeping with the value of the contribution.

3. Ensure that awards are not used as a substitute for other personnel actions or as a substitute for pay.
4. Ensure that awards are used to motivate, recognize, and reward eligible personnel as individuals or groups for contributions to the efficiency, economy, or other improvements in Government or the OIG operations.
5. Ensure awards are granted consistent with the Equal Employment Opportunity and Management Directive 715 and are free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.
6. Ensure supervisory and management officials are trained properly in the effective use of awards covered by this Instruction.
7. Grant honorary awards when merited regardless of the employee's grade, appropriately, promptly, and on the basis of merit for their contributions or other personal efforts that exceed normal expectations or standards and result in improved productivity and efficiency of operations.
8. Exercise careful judgment to ensure that the criteria for determining award eligibility is neither too liberal nor too stringent, as either extreme may lead to lack of employee confidence in the program and in management.
9. Grant honorary awards to the OIG personnel independently or in addition to a monetary or a time-off award.
10. Nominate deserving employees, as appropriate, for outside or higher-level awards and recognition.
11. Ensure persons or organizations having a commercial or profit making (contractors) relationship with the DoD or with a DoD Component **will not** be granted recognition, unless the contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship, or the recognition is clearly in the public interest. Recognition will be honorary only and of minimal monetary value (e.g., Letter of Appreciation signed by the supervisor or team leader or a component-specific computer-generated Certificate of Appreciation).

CHAPTER 2 RESPONSIBILITIES

A. The Inspector General shall:

1. Give personal leadership to the honorary awards program and seek to gain maximum benefits for the Government through improved employee motivation and productivity.
2. Determine what constitutes “necessary expense” for the OIG.

B. The Assistant Inspector General for Administration and Management (AIG-A&M) shall:

1. Implement and administer the honorary awards program.
2. Allocate an adequate budget and support services to ensure prompt action on award recommendations and effective promotion and publicity activities, to include making information available to other employees as to who has received honorary awards.

C. The Director, Human Capital Advisory Services (HCAS) shall:

1. Serve as the Honorary Awards Program Coordinator.
2. Advise the Inspector General and the OIG Component Heads on the regulatory aspects of the Honorary Awards Program.
3. Give technical assistance to the OIG Component Heads seeking to develop new honorary award uses.
4. Staff notifications of external awards to the OIG Component Heads, as needed.
5. Review nominations for regulatory sufficiency and forward nominations to the OIG Incentive Awards Board (IAB).
6. Report awards data, as needed.

D. The Office of Inspector General Incentive Awards Board shall:

1. Be made up of the PDIG, the DIGs, and the AIG-A&M. The PDIG shall serve as the IAB Chair. (**NOTE:** When the PDIG is fulfilling the duties of the Inspector General, the Assistant or Acting PDIG will chair the OIG IAB.)
2. Review nominations for the DoD Inspector General Medal for Distinguished Civilian Service, the DoD Inspector General Medal for Superior Civilian Service, the DoD Inspector General Medal for Meritorious Civilian Service, DoD Inspector General Distinguished Public Service Award, DoD Inspector General Outstanding Public Service Award, and the Joseph H.

Sherick Award, and recommend approval or disapproval of these nominations to the Inspector General.

3. Review nominations for the DoD Distinguished Civilian Service Award, the DoD Distinguished Public Service Award, the Secretary of Defense Meritorious Civilian Service Award, the Secretary of Defense Outstanding Public Service Award, the OSD Exceptional Civilian Service Award, the OSD Exceptional Public Service Award, and recommend approval or disapproval of these nominations to the Inspector General.

4. Review nominations for Presidential-level honorary awards, and recommend approval or disapproval of these nominations to the Inspector General.

5. Review nominations for the OSD Medal for Valor to ensure they adhere to the Washington Headquarters Services (WHS) policy, and recommend approval or disapproval of these nominations to the Inspector General.

6. Recommend procedures, guides, and standards for improving the OIG Honorary Awards Program.

E. The Office of Inspector General Component Heads shall:

1. Designate a staff manager responsible for the identification and development of criteria for honorary awards unique to their Component. This designation will be in writing and forwarded to the Assistant Director for HCAS (Workforce Relations Division) (WRD).

2. The Component Staff Manager will:

a. Prepare guidance for honorary awards programs that are unique to their component or discipline and staff them to the AIG-A&M for review and approval of their component-unique awards program.

b. Be responsible for maintaining files/records regarding their component-unique honorary awards programs.

c. Report awards data as needed.

3. Forward all nominations for Presidential, Inspector General, and DoD honorary awards to the Assistant Director for HCAS (WRD) for review and compliance with appropriate policy and guidance.

CHAPTER 3 INSPECTOR GENERAL HONORARY AWARDS

A. The Department of Defense Inspector General Medal for Distinguished Civilian Service.

This is the highest honor bestowed on an OIG career Federal employee by the Inspector General. It is granted to those who distinguished themselves by exceptional service or contributions of the broadest scope to the OIG or DoD. The achievements or service must be truly exceptional when measured against the position requirements of the individual and should far exceed the contributions and service of others with comparable responsibilities.

1. Criteria. This decoration should be reserved for contributions that are so unusual and/or significant that recognition at the Inspector General level is warranted. Recognition should be based on, but not limited to:

a. Exceptional devotion to duty and clearly significant contributions of a broad scope to the efficiency, economy, or other improvement in the operations of the OIG or the Department.

b. Accomplishments that show unusual management abilities, innovative thinking, and/or outstanding leadership that benefit the OIG.

c. Accomplishments resulting in major cost savings/reductions/avoidance.

d. Courage and voluntary risk of personal safety in the face of danger in the performance of assigned duties that benefited the Government or its personnel.

e. Other exemplary service or contribution. (Normally, the nominee has received the DoD Inspector General Medal for Superior Civilian Service and/or the DoD Inspector General Medal for Meritorious Civilian Service.)

2. Eligibility. OIG employees who meet **all** of the following criteria are eligible for consideration:

a. Must be a permanent civilian employee with at least one year of the OIG service. (The length of service requirement may be waived if the award is for an act of heroism.)

b. Must have no pending or final performance or adverse actions against him/her during a period of at least 3 years before the nomination date for this award.

c. Must be a United States Citizen.

3. Approving Official. The Inspector General.

4. Nominating Procedure. Nominations must be submitted in memorandum format (see Appendix C), signed by the OIG Component Head, and forwarded to the Assistant Director, HCAS (WRD). Nominations shall be reviewed by the OIG IAB who will recommend approval/disapproval or other recommendation to the Inspector General. The nominating memorandum must include the following:

- a. First name, middle initial, last name, and social security number of the nominee.
- b. Position title, pay plan, series, and grade of nominee.
- c. Name and location of nominee's employing activity and length of time with the OIG.
- d. Type of Award.
- e. Period of service covered by the nomination.
- f. Narrative justification.

5. Deadline.

a. Annually, usually not more than 10 awards are granted competitively. Competitive awards will be presented at the Annual Inspector General Honorary Awards Ceremony, which is normally held in the October/November timeframe. An annual call for nominations to all OIG Components is made by the Director, HCAS, usually in August, with nominations due in September/October. The OIG IAB will review the nominations from the Component Heads and forward three to five nominations to the Inspector General for final approval.

b. On rare occasions, when recommended by the OIG IAB, the Inspector General may approve this award on a noncompetitive basis. Noncompetitive awards will be presented throughout the year at a presentation ceremony determined by the Component Head. When granted noncompetitively, the justification for the award must show that the nominee's contributions to the mission of the organization are of such major significance that immediate recognition is warranted. Noncompetitive nominations will be submitted to the HCAS (WRD) **not later than** 30 days prior to the proposed presentation date of the award.

6. Award. The award consists of a certificate signed by the Inspector General, a large medal and lapel pin. Subsequent decorations receive bronze oak leaf clusters (OLC) (second through fifth decorations), one silver OLC (sixth decoration), one silver OLC and bronze OLCs (seventh through tenth decoration), two silver OLCs (eleventh decoration), etc. See Figure 3-1 for an example of how devices are affixed to the decoration.

B. The Department of Defense Inspector General Medal for Superior Civilian Service.

This is the second highest honor bestowed on an OIG career Federal employees by the Inspector General. This award recognizes employee contributions or service that, though exceptionally high in value, are not of sufficient significance to warrant consideration for the DoD Inspector General Medal for Distinguished Civilian Service.

1. Criteria. The guidelines for the DoD Inspector General Medal for Distinguished Civilian Service shall serve as guidelines for this award; however, the employee contributions or service may apply to a smaller area of operation or be a project of lesser importance and/or scope. Nominee should have already received the DoD Inspector General Medal for Meritorious Civilian Service.

2. Eligibility. Same as for the DoD Inspector General Medal for Distinguished Civilian Service.

3. Approving Official. The Inspector General.

4. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service.

5. Deadline.

a. Annually, usually not more than 15 awards are granted competitively. Competitive awards will be presented at the Annual Inspector General Honorary Awards Ceremony, which is normally held in the October/November timeframe. An annual call for nominations to all OIG Components is made by the Director, HCAS, usually in August, with nominations due in September/October. The OIG IAB will review the nominations from the Component Heads and forward 8 to 10 nominations to the Inspector General for final approval.

b. On rare occasions, when recommended by the OIG IAB, the Inspector General may approve this award on a noncompetitive basis. Noncompetitive awards will be presented throughout the year at a presentation ceremony determined by the Component Head. When granted noncompetitively, the justification for the award must show that the nominee's contributions to the mission of the organization are of such major significance that immediate recognition is warranted. Noncompetitive nominations will be submitted to the HCAS (WRD) **not later than** 30 days prior to the proposed presentation date of the award.

6. Award. The award consists of a certificate signed by the Inspector General, a large medal and lapel pin. Subsequent decorations receive bronze OLCs (second through fifth decorations), one silver OLC (sixth decoration), one silver OLC and bronze OLCs (seventh through tenth decoration), two silver OLCs (eleventh decoration), etc. See Figure 3-1 for an example of how devices are affixed to the decoration.

C. The Department of Defense Inspector General Medal for Meritorious Civilian Service. This is the third highest honor bestowed on the OIG career Federal employees by the Inspector General. This award recognizes employee contributions or service that, though significant in value, are not of sufficient significance to warrant consideration for the DoD Inspector General Medal for Distinguished Medal for Civilian Service or the DoD Inspector General Medal for Superior Civilian Service.

1. Criteria. The guidelines for the DoD Inspector General Medal for Distinguished Civilian Service shall serve as guidelines for this award, however, the employee contribution may apply to a smaller area of operation or be a project of lesser importance and/or scope, and the nominee need not have been the recipient of other Inspector General honorary awards.

2. Eligibility. Same as for the DoD Inspector General Medal for Distinguished Civilian Service.

3. Approving Official. The Inspector General.

4. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service.

5. Deadline.

a. Annually, usually not more than 25 awards are granted competitively. Competitive awards will be presented at the Annual Inspector General Honorary Awards Ceremony, which is normally held in the October/November timeframe. An annual call for nominations to all OIG Components is made by the Director, HCAS, usually in August, with nominations due in September/October. The OIG IAB will review the nominations from the Component Heads and forward 18 to 20 nominations to the Inspector General for final approval.

b. On rare occasions, when recommended by the OIG IAB, the Inspector General may approve this award on a noncompetitive basis. Noncompetitive awards will be presented throughout the year at a presentation ceremony determined by the Component Head. When granted noncompetitively, the justification for the award must show that the nominee's contributions to the mission of the organization are of such major significance that immediate recognition is warranted. Noncompetitive nominations will be submitted to the HCAS (WRD) **not later than** 30 days prior to the proposed presentation date of the award.

6. Award. The award consists of a certificate signed by the Inspector General, a large medal and lapel pin. Subsequent decorations receive bronze OLCs (second through fifth decorations), one silver OLC (sixth decoration), one silver OLC and bronze OLCs (seventh through tenth decoration), two silver OLCs (eleventh decoration), etc. See Figure 3-1 for an example of how devices are affixed to the decoration.

D. The Secretary of Defense Medal for the Defense of Freedom (DFM). This decoration was established to acknowledge civilian DoD employees who are killed or wounded in the line of duty. The decoration symbolizes the extraordinary fidelity and essential service of the Department's civilian workforce who are an integral part of the DoD and who contribute to the preservation of national security.

1. Criteria. Eligibility criteria for the decoration are aligned as closely as practicable to those for the Purple Heart for members of the United States Armed Forces; however, this decoration is based upon the type of injury, its severity, and the medical treatment received. This decoration differs from other decorations in that it is not “**recommended**,” the employee is “**entitled**” to the decoration if the employee is eligible under Section 3.4.b. and subparagraphs, and if the conditions or criteria in this paragraph and subparagraphs are present. Hostile action may involve, but is not limited to, the use of conventional or nuclear weapons, chemical or biological agents, explosives, or missiles. The decoration shall be awarded to employees who are killed or sustained serious injury due to hostile action against the United States of America, or wounded or killed while rescuing or attempting to rescue any other DoD employee or individual subjected to injuries sustained under such conditions. The wound for which the decoration is made must have required medical treatment by a medical officer, and records of medical treatment for wounds or injuries received in action must have been made a matter of official record.

a. Description of “Severe” Injury and Treatment Protocol. The determination of the severity of the injury is based upon the treatment protocol requiring at least **two** of the following: stitches, surgery, several days' hospitalization, or outpatient treatment for an extended period of time (i.e., “Smoke inhalation” typically would not qualify an individual for the DFM; however, it might be a qualifying injury if damage to the lungs required hospitalization, continued long-term care, or resulted in permanent disability. Burns could qualify an individual for the DFM, if the severity of the burns required hospitalization, skin grafts, or long-term treatment.). Like the Purple Heart, some conditions, such as post-traumatic stress disorder or similar mental anxiety disorders **do not** qualify for the DFM.

b. Description of Qualifying Events. The DFM may be awarded only under the hostile conditions while serving under competent authority of the DoD under conditions for which a military member might qualify for award of the Purple Heart. Hostile condition typically refers to situations in which the employee or individual is directly supporting a military operation or in a terrorist attack similar to that of September 11, 2001. A terrorist attack is defined by the DoD or the State Department. The DFM **is not** authorized to be awarded if an employee or individual is injured either while on duty in other than hostile conditions or when the individual is not on duty regardless of conditions.

2. Eligibility. Any DoD civilian employee meeting the definition of “employee” under Title 5 U.S.C., Section 2105, and who is eligible for an award under this Instruction, including employees of nonappropriated fund activities, when killed or wounded by hostile action while

serving under any competent authority of the Department under conditions for which a military member would be eligible to receive the Purple Heart. While the conditions under which the DFM may be awarded are similar to the Purple Heart, the criteria for “eligible” injuries for each decoration differ in several important aspects.

a. Criteria for award of the Purple Heart primarily depend on having received an injury under qualifying conditions. Award is not necessarily based upon the type or the severity of the injury.

b. The DFM criteria are based upon the nature of the injury, its severity and required treatment, as well as, the conditions under which the injury was sustained.

Additionally, the Secretary of Defense has discretionary authority to award this decoration to non-Defense personnel who are otherwise qualified to be awarded this decoration based on their involvement in DoD activities.

3. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service unless the nomination is for a non-DoD employee. Please contact the HCAS (WRD) for assistance with nominating non-DoD personnel.

4. Approving Official. Decorations for non-DoD (specifically contractors) personnel require the Secretary of Defense approval. All other nominations will be reviewed by the HCAS (WRD) to ensure all criteria are met.

5. Deadline. Individuals may be nominated at any time but within 1-year of the date of injury or death. This award may be presented at either the Annual Inspector General Honorary Awards Ceremony or at a presentation ceremony determined by the Component Head.

6. Award. This award consists of a certificate signed by the Inspector General, large medal, and lapel pin. The ribbon is red, white, and blue, which are our National colors. The red stripes commemorate valor and sacrifice. The wide blue stripe represents strength. The number of red stripes also represents the four terrorist attacks using hijacked airplanes and the single blue stripe represents the terrorist attack on the Pentagon on September 11, 2001. This day, more than ever, united this country and brought to the forefront our heroic civilians. On the front of the medal is an eagle and shield exemplifying the principles of freedom and the defense of these freedoms on which our country is founded. The laurel is emblematic of honor and high achievement. The eagle also refers to the DoD announcing that the code name for the mission to protect this country in response to the terrorist attack is “OPERATION NOBLE EAGLE.” The reverse of the medal is inscribed with “ON BEHALF OF A GRATEFUL NATION” and below a wreath of laurel, representing honor.

E. The Department of Defense Inspector General Joseph H. Sherick Award. This is the highest honor bestowed on non-OIG employees. It is granted annually to an individual who distinguished himself/herself by exceptional service or contributions of the broadest scope to the OIG.

1. Criteria. This award is reserved for contributions which are exceptional and so unusual and/or significant that recognition at the Inspector General level is deserved. Recognition should be based on, but not limited to:
 - a. Exceptional service in the furtherance of the mission of the OIG, and
 - b. Outstanding assistance or accomplishment in support of the OIG.
2. Eligibility. Non-OIG employees.
3. Nomination Process. The OIG Component Heads may nominate any non-OIG employee for this award annually. This award will be presented during the Annual Inspector General Honorary Awards Ceremony.
4. Approving Official. The Inspector General.
5. Deadline. The AIG-A&M will request nominees at the same time and in the same memorandum as the request for nominees for the Annual Inspector General Honorary Awards Ceremony. The list of nominees will be forwarded to the Inspector General for selection. Only one recipient will receive this award annually.
6. Award. Engraved plaque. A permanent plaque listing all previous recipients is displayed in the Inspector General's conference room.

F. The Department of Defense Inspector General Distinguished Career Achievement Award. This award has been established to recognize civilian employees' distinguished career service and accomplishments extending 10 or more years with the OIG.

1. Criteria. This award is reserved for those OIG employees who are leaving the OIG or retiring from the Federal service after a distinguished career with the OIG. The employee must have no pending or final performance or adverse actions against him/her during a period of at least 3 years before the nomination date of this award.
2. Eligibility. OIG career civilian employees covered by this Instruction. The nominee shall have received some form of prior recognition (incentive award or honorary award) for his/her achievements to the OIG.
3. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service except these nominations will not be reviewed by the OIG IAB.
4. Deadline. Within 30 days of completion of service with the OIG.
5. Approving Official. The Inspector General.
6. Award. A certificate signed by the Inspector General and engraved clock.

G. The Department of Defense Inspector General Career Achievement Award. This award has been established to recognize civilian employees' career service and accomplishments extending over a period of years.

1. Criteria. This award is reserved for those OIG employees who are leaving the OIG or retiring from the Federal service after an exceptional career with the OIG. The employee must have no pending or final performance or adverse actions against him/her during a period of at least 3 years before the nomination date of this award.

2. Eligibility. OIG career civilian employees covered by this Instruction. The nominee shall have received some form of prior OIG recognition (incentive award or honorary award) for his/her achievements to the OIG.

3. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service except these nominations will not be reviewed by the OIG IAB.

4. Deadline. Within 30 days of completion of service with the OIG.

5. Approving Official. The Inspector General.

6. Award. A certificate signed by the Inspector General. An engraved clock may accompany the certificate for OIG employees that are departing with 10 or more years of service with the OIG, retiring, or with the approval of the Inspector General.

H. The Department of Defense Office of Inspector Award for Excellence. This award has been established to recognize individuals who have made significant contributions to the mission of the OIG.

1. Eligibility. OIG career civilian employees. The nominee may have served on an assignment for a specific one-time project. The project to which assigned should have existed normally for at least 6 months.

2. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service except the nomination will not be reviewed by the OIG IAB. See Appendix D for a sample memorandum if nomination is approved by the Component Head versus the Inspector General. Approved nominations will be forwarded to the HCAS (WRD) for securing and engraving of the plaque.

3. Deadline. Within 30 days of completion of the service/contribution.

4. Approving Official. The Inspector General or OIG Component Heads.

5. Award. Engraved plaque.

I. The Department of Defense Inspector General Distinguished Public Service Award.

This is the highest honorary award presented by the Inspector General to non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals. It is granted to those individuals who have performed, at any time since the enactment of Public Law 80-253 (1947), exceptionally distinguished service of significance to the OIG as a whole or distinguished service of such exceptional significance to an OIG Component that recognition at the Component level is considered insufficient. The service or assistance may have been rendered at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility. This certificate may be awarded more than once.

1. Criteria. This award should be reserved for distinguished contributions that are so unusual and/or significant that recognition at the Inspector General level is deserved. Recognition should be based on, but not limited to:

- a. Exemplary service in an advisory or technical capacity (consultants or experts).
- b. Outstanding assistance to an OIG Component; information or service to accomplish the OIG mission.
- c. Exemplary assistance through the cooperative use of facilities, equipment, or manpower; or other actions of significant benefit to the OIG.

2. Eligibility. Non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals. In accordance with reference (c) and Chapter 1, paragraph G.11., of this Instruction, contractor personnel are normally ineligible to receive this honorary award. Contractor personnel may be eligible to receive this award if their contribution(s) is substantially beyond that specified or implied within the terms of the contract which established the relationship, or the recognition is clearly in the public interest.

3. Approving Official. The Inspector General.

4. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service.

5. Deadline. Non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals may be nominated at any time, but within 30 days of completion of the service/contribution.

6. Award. A certificate signed by the Inspector General.

J. The Department of Defense Inspector General Outstanding Public Service Award.

This is the second highest award presented by the Inspector General to non-OIG, noncareer Federal employees, private citizens, and foreign nationals for contributions, assistance, or support to the OIG functions that are extensive enough to warrant recognition, but are lesser in scope and impact that is required for the DoD Inspector General Distinguished Public Service Certificate. This certificate may be awarded more than once.

1. Criteria. This award should be reserved for outstanding contributions that are so unusual and/or significant that recognition at the Inspector General level is deserved. Recognition should be based on, but not limited to:

- a. Outstanding service in an advisory or technical capacity (consultants or experts).
- b. Outstanding assistance to an OIG Component; information or service to accomplish the OIG mission.
- c. Exemplary assistance through the cooperative use of facilities, equipment, or manpower; or other actions of significant benefit to the OIG.

2. Eligibility. Non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals. In accordance with reference (c) and Chapter 1, paragraph G.11., of this Instruction, contractor personnel are normally ineligible to receive this honorary award. Contractor personnel may be eligible to receive this award if their contribution(s) is substantially beyond that specified or implied within the terms of the contract which established the relationship, or the recognition is clearly in the public interest.

3. Approving Official. The Inspector General.

4. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service.

5. Deadline. Non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals may be nominated at any time, but within 30 days of completion of the service/contribution.

6. Award. A certificate signed by the Inspector General.

K. The Department of Defense Office of Inspector General Exceptional Public Service Award. This award has been established to recognize non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals for contributions, assistance, or support to the OIG functions that are extensive enough to warrant recognition, but are lesser in scope and impact that is required for the DoD Inspector General Outstanding Public Service Certificate. This certificate may be awarded more than once.

1. Criteria. This award should be reserved for exceptional contributions that are so significant that recognition at the Inspector General level is deserved. Recognition should be based on, but not limited to:

- a. Exceptional service in an advisory or technical capacity.
- b. Exceptional assistance to an OIG Component; information or service to accomplish the OIG mission.

c. Exceptional assistance through the cooperative use of facilities, equipment, or manpower; or other actions of significant benefit to the OIG.

2. Eligibility. Non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals. In accordance with reference (c) and Chapter 1, paragraph G.11., of this Instruction, contractor personnel are normally ineligible to receive this honorary award. Contractor personnel may be eligible to receive this award if their contribution(s) is substantially beyond that specified or implied within the terms of the contract which established the relationship, or the recognition is clearly in the public interest.

3. Approving Official. The Inspector General or the PDIG.

4. Nominating Procedure. Same as for the DoD Inspector General Medal for Distinguished Civilian Service except this award will not be reviewed by the OIG IAB. See Appendix E for a sample memorandum.

5. Deadline. Non-OIG employees, noncareer Federal employees, private citizens, and foreign nationals may be nominated at any time, but within 30 days of completion of the service/contribution.

6. Award. A certificate signed by the approving official.

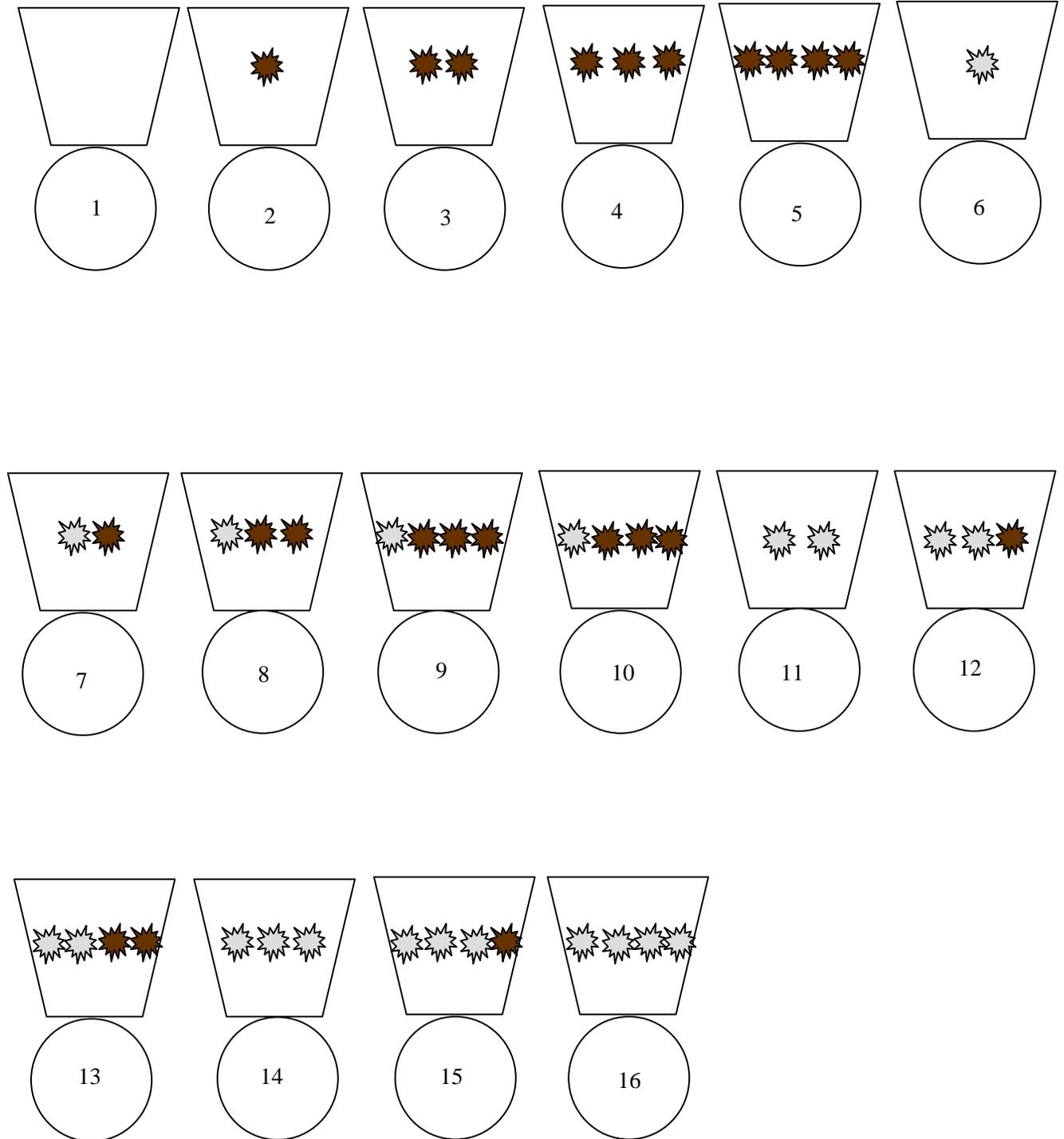
L. The Department of Defense Office of Inspector General Service Pin. Granted after 3 years of service with the OIG. The pin symbolizes an employee's dedication to professional standards, devotion to duty, and commitment to excellence.

M. Length of Service (LOS) Awards. All OIG civilian employees receive LOS pins and certificates at 5-year intervals; beginning with 10 years of service and ending with 50 years of service. The purpose of this award is to recognize long, faithful service and to stimulate employee pride and interest in the OIG and in the Federal Government. These are forwarded to each activity by the HCAS (WRD) when the employee is eligible. The certificates for 10 and 15 years are signed by the OIG Component Heads, and certificates for 20 or more years are signed by the Inspector General.

N. Retirement Certificates. Retiring OIG employees will receive a retirement certificate upon their retirement from the Federal service. Certificates are signed by the Inspector General. Component Heads should request a retirement certificate from HCAS (WRD).

O. Miscellaneous Recognition. Supervisors may grant certificates and letters of appreciation and letters of commendation to employees, contractors, and others for specific instances of contributions or achievements that warrant special recognition. Blank certificates of appreciation, for completion and presentation by Components are available from HCAS (WRD). Other than letterhead, items to be presented to contractors cannot bear the DoD or Inspector General seals or any mention of the Department, the Inspector General, or the OIG.

FIGURE 3-1 PLACEMENT OF DEVICES ON DECORATIONS



CHAPTER 4 OTHER HONORARY AWARDS

A. Presidential-Level Honorary Awards

1. President's Award for Distinguished Federal Civilian Service. Established by Executive Order (E.O.) 10717, as amended by E.O. 10979 (reference (c)), this is the highest honor bestowed on career Federal employees by the President of the United States. It is granted to civilian employees of the Federal Government for the best achievements having current impact in improving Government operations or serving the public interests. These achievements shall exemplify one or more of the following:

- a. Imagination in developing creative solutions to problems of government.
- b. Courage in persevering against great odds and difficulties.
- c. High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country.
- d. Long and distinguished career service.

The importance of the achievements to the Government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be accorded by the Secretary of Defense. This award is highly selective and nominated individuals should have received the DoD Medal for Distinguished Civilian Service to be considered. Generally, not more than five awards shall be made in any year. Additional information on nominating procedures may be obtained from the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness.

2. Presidential Medal of Freedom. Established by E.O. 9586, as amended by E.O. 10336, as amended by E.O. 11085 (reference (d)). This decoration is awarded by the President of the United States for exceptionally meritorious contributions to one or more of the following.

- a. The security or national interests of the United States.
- b. World peace.
- c. Cultural or other significant public or private endeavors.

This decoration may be awarded posthumously. The basis for nomination must be of the most significant nature to the Nation as a whole. Additional information on nominating procedures may be obtained from the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness.

3. Presidential Citizens Medal. Established by E.O. 11494 (reference (e)). This decoration is awarded by the President of the United States to individuals who have performed exemplary deeds of service for the country or their fellow citizens of similar nature to the Presidential Medal of Freedom, but of a lesser scope. This decoration may be awarded posthumously. Additional information on nominating procedures may be obtained from the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness.

4. National Security Medal. Established by E.O. 10431 (reference (f)). This decoration is awarded by the President of the United States to any person, without regard to nationality, including members of the Armed Forces of the United States, who, on or after July 26, 1947, made an outstanding contribution to the National Intelligence effort. This contribution may consist of either exceptionally meritorious service performed in a position of high responsibility or of an act of valor requiring personal courage of a high degree with complete disregard of personal safety. This decoration may be awarded posthumously. Additional information on nominating procedures may be obtained from the Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness.

B. The Department of Defense Distinguished Civilian Service Award. This is the highest decoration given by the Secretary of Defense to career DoD employees. The OSD IAB recommends approval or disapproval to the Secretary of Defense, who is the final approval authority. The award consists of a citation, certificate signed by the Secretary of Defense, a large gold medal, a miniature gold medal, and a rosette or lapel pin. Subsequent decorations receive a bronze palm (second decoration), silver palm (third decoration), or gold palm (fourth decoration) on the large medal. This award may be received either competitively or noncompetitively.

1. Competitive Award. Normally, not more than six competitive awards are granted annually to the DoD career Federal employees for exceptional devotion to duty and extremely significant contributions of broad scope to efficiency or other improvements in the operation of the DoD. The Director for Administration and Management (DA&M), OSD, will send the call for nominations, normally due by March 31. The Inspector General is the recommending authority for this award. This authority cannot be redelegated. Winners are honored at the Secretary of Defense Annual Distinguished Civilian Service Award Ceremony and reception normally held in the fall.

2. Noncompetitive Award. This award is bestowed for extraordinary, notable, or prestigious contributions that impact the DoD as a whole, and that normally require a direct working relationship with the Secretary of Defense and other senior officials within the Government. The narrative justification must show that the nominee's contributions to the mission of the organization (DoD) are of such major significance that immediate recognition is warranted. Nominations must cite how the contribution(s) impacted the DoD. This award may be awarded posthumously. Submission of nominations for the non-competitive award must be submitted to the WHS at least 4 weeks in advance of the desired presentation date. The 4-week processing time begins with the OSD IAB meeting, which is normally held on the second

Wednesday of the month. The format for non-competitive nominations is a memorandum signed by the Inspector General, addressed to the DA&M, OSD, through the Assistant Director for Labor and Management Employee Relations (AD, LMER), Human Resources Directorate (HRD), WHS that contains the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Significant prior honorary awards and dates of approval.
- c. Narrative justification of no more than three pages that cites specific accomplishments which reflect a career of exceptional devotion to duty and contributions to the efficiency, economy, or other improvements in DoD operations of significantly broad scope. The nomination should also recognize the benefits received by the Department from these contributions/accomplishments.
- d. Double-spaced proposed draft citation of 150 words or less.
- e. Submit the original and six copies of the nomination package.

C. The Secretary of Defense Meritorious Civilian Service Award

1. This is the second highest decoration given to career Federal employees by the Secretary of Defense who distinguished themselves by exceptional meritorious service of major significance to the DoD. Submission for this award is the same as for the DoD Medal for Distinguished Civilian Service; however, a direct working relationship with the Secretary of Defense is not necessary. The Inspector General is the recommending authority for this award. This authority cannot be redelegated. The OSD IAB reviews the nomination and recommends approval or disapproval to the Secretary of Defense, who is the final approval authority. Submission of nominations must be submitted to the WHS at least 4 weeks in advance of the desired presentation date. The 4-week processing time begins with the OSD IAB meeting, which is normally held on the second Wednesday of the month. This award may be awarded posthumously. The award consists of a citation, certificate signed by the Secretary of Defense, a large silver medal, a miniature silver medal, and a rosette or lapel pin. Subsequent decorations receive a bronze palm (second decoration), silver palm (third decoration), or gold palm (fourth decoration) on the large medal.

2. Nominating Procedure. The Heads of the OSD Components and the Secretaries of Military Departments shall submit nominations in a memorandum to the AD, LMER, HRD, WHS, Attention: Executive Secretary to the Incentive Awards Board. The Secretary of Defense is the approval authority. The following information must be included in the nomination:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Significant prior awards and dates of approval.

- c. Narrative justification of no more than one page that cites the nominee's exceptionally meritorious service outside of the scope of the nominee's regular job that is of major significance to DoD.
- d. Double-spaced draft of a proposed citation of 150 words or less.
- e. Submit the original and six copies of the nomination package.

D. The Office of the Secretary of Defense Exceptional Civilian Service Award

1. This is the third highest decoration given to career Federal employees with a minimum of 3 years with their organization who distinguish themselves by exceptional service to their organization or another OSD Component. A waiver to the 3-year requirement may be considered in highly unusual circumstances where the employee's contribution to the mission of the organization is of such major significance that accelerated recognition is warranted. The Inspector General is the approval authority for this award; however, the Inspector General may redelegate this approval authority to the DIGs. This award may be awarded posthumously. This award consists of a citation, certificate signed by the Inspector General or the DIGs, if redelegated, large bronze medal, and lapel pin. Subsequent decorations receive a bronze palm (second decoration), silver palm (third decoration), or gold palm (fourth decoration) on the large medal.

2. Nomination Procedure. Submission for this award consists of a memorandum signed by the DoD Inspector General, addressed to the AD, LMER, HRD, WHS that contains the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Significant prior honorary awards and dates of approval.
- c. Narrative justification of no more than one page that cites the nominee's specific exceptional accomplishments outside the scope of his or her job and the significance of those accomplishments to the organization.
- d. Double-spaced proposed draft citation of 150 words or less.
- e. Submit the original nomination package.

E. The Office of the Secretary of Defense Medal for Valor. This decoration was established to acknowledge civilian employees and private citizens who perform an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job. Not more than one decoration will be authorized for more than one act of heroism at the same instant. This decoration may be awarded posthumously.

1. Criteria. Individual exhibits great courage or sacrifice and voluntarily risks safety beyond the call of duty either on or off the job. Nominations must be well documented **and** include information in paragraph 4.5.b., and subparagraphs.

a. For the DoD employees, the act of bravery may be related to his or her government position, may enhance the reputation of the Department, or may serve the public interest.

b. For private citizens and other Federal employees, the act of bravery must be connected with a DoD employee or activity. The Department in some way benefits from the act, e.g., a DoD employee is saved by a private citizen.

2. Nomination Procedure.

a. Submission for this award is the same as for the OSD Exceptional Civilian Service Award; however, the OIG IAB will review these nominations and recommend approval/disapproval of the recommendation to the Inspector General. The DA&M, OSD, is the final approval authority.

b. For private citizens, provide name, home address, home and business telephone numbers, location at time of incident, and period covered by award.

c. Specific Information. Provide a description of the act in detail to include the date, time, place and scene of the incident, name and any other personal information about the individual(s) rescued, details of the hazard(s) faced by the individual, and the thorough account of the rescue effort. Also include if the nominee was assisted by other persons and if injury occurred during the rescue. Provide the names and telephone numbers of witnesses, if any.

3. Award. This award consists of a certificate signed by the Inspector General, large medal, and lapel pin. The ribbon is blue, white, and scarlet, which are the colors of the national flag and represents the United States of America. The broad scarlet bands denote valor and sacrifice, the white bands signify integrity and idealism. The blue background refers to the land of the United States, its seas and skies. The medal is gold and the front is charged with a faceted star of five points surmounting a laurel wreath with the word "VALOR" inscribed above. The star represents the United States of America and the love of the country, which inspires in its citizens and soldiers individual acts of valor to protect it. The five points of the star represents courage, unselfishness, risk, challenge, and boldness. The facets of the star signify the many forms these acts of valor may take. The laurel wreath is traditionally associated with honor and achievement. The reverse of the medal is inscribed with a small laurel wreath supporting a rectangular nameplate with the words "AWARDED TO" above and "FOR EXHIBITING BRAVERY" below.

F. The Department of Defense Distinguished Public Service Award. This is the highest decoration presented by the Secretary of Defense to noncareer Federal employees, private citizens, and foreign nationals. This award does not require the OSD IAB review; however, the OIG IAB will review the nomination and recommend approval/disapproval to the Inspector General. Nominations must be submitted to the DA&M, OSD, not later than 4 weeks prior to the

desired presentation date of the award. The Secretary of Defense is the final approval authority. The award consists of a citation, certificate signed by the Secretary of Defense, large gold medal, miniature gold medal, and rosette or lapel pin. An individual may receive this award more than once. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

1. Eligibility. The nominee will be an individual who serves as a noncareer Federal employee or does not derive his or her principal livelihood from United States Government employment and has performed, at anytime since enactment of Public Law 80-253 (1947) (reference g), exceptionally distinguished service of significance to the DoD as a whole or function that recognition at the Component level is considered insufficient. The service or assistance may have been rendered at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.

2. Nominating Procedure. Submission for this award consists of a memorandum signed by the Inspector General, addressed to the DA&M, OSD, through the AD, LMER, HRD, WHS that contains the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Significant prior honorary awards and dates of approval, if any.
- c. Narrative justification that cites specific distinguished service or assistance of such exceptional significance that the nominee has rendered to the DoD which may have been at considerable personal sacrifice and inconvenience and motivated by patriotism, good citizenship, and a sense of public responsibility. The nomination should also recognize the benefits received by the Department from these contributions/accomplishments.
- d. Double-spaced proposed draft citation of 150 words or less.
- e. Submit the original nomination package.

G. The Secretary of Defense Outstanding Public Service Award. This is the second highest decoration presented by the Secretary of Defense to noncareer Federal employees, private citizens, and foreign nationals for contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition but are lesser in scope and impact than is required for the DoD Medal for Distinguished Public Service. This award does not require the OSD IAB review; however, the OIG IAB will review the nomination and recommend approval/disapproval to the Inspector General. Nominations must be submitted to the DA&M, OSD, not later than 4 weeks prior to the desired presentation date of the award. The Secretary of Defense is the final approval authority. The award consists of a citation, certificate signed by the Secretary of Defense, large silver medal, miniature silver medal, and rosette or lapel pin. An individual may receive this award more than once. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

1. Eligibility. The nominee will be an individual who serves as a noncareer Federal employee or does not derive his or her principal livelihood from the United States Government employment.

2. Nominating Procedure. Submission for this award consists of a memorandum signed by the Inspector General, addressed to the DA&M, OSD, through the AD, LMER, HRD, WHS that contains the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Significant prior honorary awards and dates of approval, if any.
- c. Narrative justification that cites specific examples of highly significant service that the nominee provided to the DoD. The nomination should also recognize the benefits received by the Department from these contributions/accomplishments.
- d. Double-spaced proposed draft citation of 150 words or less.
- e. Submit the original nomination package.

H. The Office of the Secretary of Defense Exceptional Public Service Award. This award was established to recognize noncareer Federal employees, private citizens, and foreign nationals for their contributions, assistance, or support to activities receiving operational support from the WHS Directorate for Personnel and Security Customer Support Operating Office or the Joint Staff. This award consists of a bronze medal, a lapel pin, and a citation signed by the Head of an OSD Component. An individual may receive this award more than once. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

1. Eligibility. An individual who serves as a noncareer Federal employee or does not derive his or her principal livelihood from United States Government employment.

2. Nominating Procedure. Submission for this award consists of a memorandum signed by the Inspector General to the AD, LMER, HRD, WHS that contains the following:

- a. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
- b. Narrative justification that cites specific examples of highly significant service that the nominee provided to DoD.
- c. Double-spaced proposed draft citation of 150 words or less.
- d. Submit the original of the nomination package.

**APPENDIX A
REFERENCES**

- a. Title 5, U.S.C., “Government Organization and Employees,” Chapters 21 and 45, Sections 2105, 4503, 4504, 4505, 4507
- b. 5 Code of Federal Regulations, “Administrative Personnel,” Section 451
- c. DoD 1400.25-M, “Department of Defense Civilian Personnel Manual,” December 1996, authorized by DoD Directive 1400.25, November 25, 1996, Subchapter 451
- d. Title 10, U.S.C., “Armed Forces,” Section 1124
- e. E.O. 10717, “The President’s Award for Distinguished Federal Civilian Service,” June 27, 1957, as amended
- f. E.O. 9586, “The Presidential Medal of Freedom,” as amended
- g. E.O. 11494, “The Presidential Citizens Medal”
- h. E.O. 10431, “National Security Medal,” as amended
- i. Public Law 80-253, “National Security Act of 1947,” July 26, 1947
- j. WHS Administrative Instruction 29, “Incentive and Honorary Awards Programs,” July 1, 1999

APPENDIX B DEFINITIONS

1. **Award** is something bestowed or an action taken to recognize and reward individual or team achievement that contributed to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives that are based on predetermined criteria.
2. **Contribution** is an accomplishment achieved through an individual or group effort that contributes to the efficiency, economy, or other improvement of Government operations or a special act or service in the public interest in connection with or related to official employment.
3. **Decoration** refers to the actual medal.
4. **Device** refers to the OLC, palm, or other appurtenance that indicates multiple receipt of the same decoration.
5. **Employee** means civilian employees and members of the armed forces assigned to the DoD OIG. Military members have their own formal recognition system and are, therefore, ineligible for most awards described in this Instruction.
6. **Head of an OIG Component**, for the purposes of this Instruction, means the PDIG, the DIGs, the AIGs who report directly to the Inspector General, and the Director, Equal Employment Opportunity Office.
7. **Honorary Award** is a device that is not a cash payment or time off as an award but rather an award of a honorific value, e.g., a letter, certificate, citation, medal set, plaque, or other similar item of nominal value.

APPENDIX C
ALL HONORARY AWARDS REQUIRING OFFICE OF INSPECTOR GENERAL
INCENTIVE AWARDS BOARD REVIEW MEMORANDUM

(Date)

MEMORANDUM FOR ASSISTANT DIRECTOR, HUMAN CAPITAL ADVISORY
SERVICES (WORKFORCE RELATIONS DIVISION)

SUBJECT: Nomination of *[insert name]* for the *[insert honorary award title]*

Subject nomination is submitted for consideration by the Office of Inspector General (OIG) Incentive Awards Board. I highly recommend awarding the *[insert title of honorary award for which employee's is being nominated]* to *[insert the name of the nominee]*. The following information is provided as required by Inspector General Instruction 1432.1, "Honorary Awards Program."

a. Full name and social security number of nominee: *[SSN is not necessary for Public Service Awards.]*

b. Position title, pay plan, series, and grade of nominee: *[Enter as much information as possible.]*

c. Organization/location and length of time with the OIG of nominee: *[Length of time with the OIG is only necessary for OIG employees.]*

d. Period of service covered by the nomination:

e. Prior Inspector General or OIG honorary awards, if any:

f. Narrative justification:

(OIG Component Head Signature Block)

APPENDIX C (cont'd)

RECOMMENDATION OF THE OIG INCENTIVE AWARDS BOARD [*completed by IAB Chair*]:

APPROVE: _____

DISAPPROVE: _____

DOWNGRADE TO: _____

INSPECTOR GENERAL DECISION:

APPROVED: _____

DISAPPROVED: _____

DOWNGRADE TO: _____

APPENDIX D
APPROVAL OF THE DEPARTMENT OF DEFENSE OFFICE OF
INSPECTOR GENERAL AWARD FOR EXCELLENCE MEMORANDUM

(Date)

MEMORANDUM FOR ASSISTANT DIRECTOR, HUMAN CAPITAL ADVISORY
SERVICES (WORKFORCE RELATIONS DIVISION)

SUBJECT: Approval of the Department of Defense Office of Inspector General Award
for Excellence

In accordance with Inspector General Instruction 1432.1, "Honorary Awards Program," I have approved the nomination of the Department of Defense Office of Inspector General Award for Excellence. The following information is provided.

- a. Full name and social security number:
- b. Position title, play plan, series, and grade of nominee:
- c. Organization/location and length of time with the OIG.
- d. Period of service covered by the nomination:
- e. Prior Inspector General or OIG honorary or incentive awards, if any:
- f. Narrative justification:

(Inspector General or OIG Component Head Signature Block)

APPENDIX E
THE DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL
EXCEPTIONAL PUBLIC SERVICE AWARD ACTION MEMORANDUM

(Date)

FOR: [INSPECTOR GENERAL or PDIG]

THRU: Assistant Director, Human Capital Advisory Services (Workforce Relations Division)

FROM: Component Head

SUBJECT: Nomination of [insert name] for the Department of Defense Office of
Inspector General Exceptional Public Service Award

- Subject nomination is submitted for consideration by the [insert Inspector General or PDIG]. I highly recommend awarding the Department of Defense Office of Inspector General Exceptional Public Service Award to [insert the name of the nominee].

- Full name:
- Position title, play plan, series, and grade of nominee: [Enter as much information as possible.]
- Organization/location of nominee:
- Period of service covered by the nomination:
- Prior Inspector General or OIG honorary awards, if any:
- Narrative justification:

- RECOMMENDATION: [Select appropriate official—Inspector General or Principal Deputy Inspector General] approve or disapprove this nomination by initialing and dating below.

Approve: _____

Disapprove: _____

- COORDINATION:

Attachment(s): a/s

Prepared by:

APPENDIX F
ACRONYMS/ABBREVIATIONS

A&M	Administration and Management
AD, LMER	Assistant Director for Labor and Management Employee Relations
AIG	Assistant Inspector General
DA&M	Director for Administration and Management
DFM	Defense of Freedom Medal
DIG	Deputy Inspector General
DoD	Department of Defense
E.O.	Executive Order
HCAS	Human Capital Advisory Services
HRD	Human Relations Directorate
IAB	Incentive Awards Board
IAW	In accordance with
LMER	Labor Management and Employee Relations
LOS	Length of Service
OIG	Office of the Inspector General
OLC	Oak Leaf Cluster
OSD	Office of the Secretary of Defense
PDIG	Principal Deputy Inspector General
U.S.C.	United States Code
WHS	Washington Headquarters Services
WRD	Workforce Relations Division