

USAMRDC DIRECT REPORTING UNITS AND SPECIAL REPORTING ACTIVITIES CIVILIAN RECOGNITION MATRIX

Type of Recognition	Process
USAMRDC Employee of the Year	Please refer to USAMRDC Policy 53 for specifics. DCSHR/G1 will send out Taskers via TMT
USAMRDC Employee of the Quarter	Please refer to USAMRDC Policy 52 for specifics. DCSHR/G1 will send out Taskers via TMT
AMEDD 30 Year Medallion	<p>The AMEDD 30 year medallion is awarded by TSG to recognize a long-standing tradition of exceptional service by Soldiers and Civilians of the AMEDD. Commanders/Directors may recommend an employee for this award by following the guidance outlined in the OTSG/MEDCOM Policy Memo 20-060, dtd 6 Nov 2020. The request will include the following:</p> <ul style="list-style-type: none"> • Memorandum for the CG, USAMRDC, signed by the unit Commander/Director; • Justification; and • Personnel Data Sheet for Civilians (sample included in the policy memo) <p>Upon completion, the unit will submit the package to DCSHR. The DCSHR will staff the action to receive the CG’s endorsement and then submit it to MEDCOM.</p>
Star Notes	To request either a one-star, two-star, or three-star note based on a civilian retirement, please follow the attached memo format as applicable. When completed, the request will be sent to the DCSHR central civilian awards email address (usarmy.detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil).
AMEDD Regimental Recognition Program	The AMEDD Regimental Recognition Program is divided into three categories: Distinguished Member of the Regiment (DMOR), Honorary Member of the Regiment (HMOR), and the Friend of the Regiment (FOR). To request one of these recognitions, follow the guidance outlined at the following website: http://ameddregiment.amedd.army.mil/ . Upon completion, the unit will submit the package to the MEDCOM POC identified in the guidance.
Career Service Recognition for Civilian Employees (formerly called Length of Service)	The Career Service Recognition for Civilian Employees is to be awarded to civilian employees for all Federal civilian and military service in 5-year increments provided that <u>one year of total service</u> has been served as a <u>civilian</u> employee. The Direct Reporting Unit’s CIVHR will use the information available in the Defense Civilian Personnel Data System (DCPDS) to determine the appropriate service award. The DRU’s CIVHR will be responsible for preparing the length of civilian service awards on a quarterly basis.

<p>Letter from the Civilian Corp Chief and Possibly a Coin</p>	<p>To request a letter from the Civilian Corp Chief based on a civilian retirement, please follow the attached memo format as applicable. When completed, the request will be sent to the DCSHR central civilian awards email address (usarmy.detrick.medcom-usamrmc.mbx.civilian-awards@mail.mil).</p>
<p>Armed Forces Civilian Service Awards</p>	<p>a. The Armed Forces Civilian Service Medal (AFCSM) is established to recognize the contributions and accomplishments of the DOD civilian workforce in directly supporting the military forces, whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature. The AFCSM symbolizes the importance the DOD attaches to civilian service and recognizes the value of civilian service in helping to accomplish our Nation’s objectives. This award honors those employees who support designated operations under the same or similar conditions as our military members, thereby strengthening the unique partnership between our uniformed members and the civilian workforce.</p> <p>b. In order to qualify for the medal, civilians must have been involved in direct support of the Armed Forces and must meet other specific criteria pertaining to the duration of the support in a specifically designated military operation beginning on or after 1 June 1992. To date, the designated operations are Provide Promise, Joint Endeavor, Able Sentry, Deny Flight, Maritime Monitor, and Sharp Guard.</p> <p>c. As a general rule, when the Chairman of the Joint Chiefs of Staff has approved issuance of the Armed Forces Service Medal (AFSM) for military participation in humanitarian or peacekeeping operations, the AFCSM may be awarded for the same operation. The award is approved for issuance to eligible civilian employees as defined in 5 USC 2105, who would be eligible for awards under DODI 1400.25, including NAF employees. In most cases, that would mean employees who are eligible for other Army honorary awards may also receive the AFCSM. They must be engaged in direct support of the military for 30 consecutive days in the area of eligibility or for the full period when an operation is of less than 30 days in a military operation awarded the AFSM. Alternatively, the employee would qualify for the medal by providing direct support for 60 non-consecutive days in an AFSM operation provided this support involves the employee entering the areas of eligibility. The areas of eligibility are the same as designated for approved AFSM military operations, specifically:</p> <ol style="list-style-type: none"> (1) The foreign territory on which military troops have actually landed or are present and specifically deployed for the operation. (2) Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation. (3) The air space above and adjacent to the area in which an operation is being conducted. <p>d. The AFCSM is a ‘theater’ award. Any eligible civilian employee who has been in the theater of operations and meets the other qualifying criteria is eligible for the award. Although the beginning date for the award has been established, the ending date has not yet been determined.</p>

	<p>No more than one AFCSM medal may be awarded to any one civilian employee. Participation in subsequent eligible operations may be acknowledged with DA Form 7013 (Certificate of Appreciation) and/or a 3/16 Bronze Service Star. A contribution to or support of an AFSM military operation by employees assigned to remotely located activities, that is, outside the areas of eligibility, is not justification for award of the AFCSM. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.</p>
<p>OPM Awards List</p>	<p>Descriptions, nomination deadlines, web addresses, and contacts for each award. Awarding organizations will continue to issue individual announcements to solicit nominations and announce specific deadlines. For further information about these award programs, please phone or email the contact name provided, or visit the award program's web site, if available.</p> <p>https://www.opm.gov/policy-data-oversight/performance-management/awards-list/#url=Awards-By-Alphabetical-Order</p>
<p>Retirement</p>	<p>The DRU's HR will prepare and coordinate the following items upon receipt of a hardcopy retirement SF-52 (RPA):</p> <ul style="list-style-type: none"> • DA Certificate of Retirement (comes with a retirement pin) • DA Retirement Certificate of Appreciation • DA Certificate of Appreciation to Spouse <p>Other items the unit may want to consider requesting for inclusion in the retirement presentation ceremony:</p> <ul style="list-style-type: none"> • Star Note(s) (see above for process to request) • Letter from the Civilian Corp Chief and possibly a coin (see above for process to request) • 30-year Medallion if employee had 30 years with the AMEDD (see above for process to request) • Unit coin • Honorary Award (see DRU and Special Reporting Activities Honorary Awards Matrix for process to request) • Distinguished Member of the Regiment (see above for process to request) • Letter from the State Governor • Letter from the Congressional Representative • Flag flown over the US Capital and/or Fort Detrick