

DLA Certificate of Achievement

Award Eligibility: DLA Form 30, Certificate of Achievement, is used to recognize civilian employees of DLA for significant contributions, which warrant official recognition but are not broad enough in scope to merit the granting of the DLA Superior Civilian Service Award. It may be used to recognize sustained high quality performance over a period of time or special acts or achievements.

Award Submission: Submit the award request to the DLA Human Resources Center (DHRC-P). A short narrative justification and citation are required and may be attached to the award request.

The request will be forwarded to the servicing DLA Human Resources Center (DHRC) for processing. Once the certificate has been completed, the certificate and documentation will be returned to the requesting office. A copy of the documentation will be filed in the employee's official personnel folder.

Award Approved by: Signed by the Heads of Field Activities, the Director's Staff Group, or management official designated by the Corporate Board as appropriate.