

DLA Commendable Service Certificate

Award Eligibility: DLA Form 639, Commendable Service Certificate, is used to recognize civilian employees for significant contributions to the efficiency, effectiveness, or economy of operation of the immediate function to which assigned.

Award Submission: Request should cover a minimum period of service of three months.

To request a DLA Commendable Service Certificate, please submit a request to the DLA Human Resources Center (DHRC-P). A short narrative justification is required and may be attached to the award request.

The request will be forwarded to the servicing DLA Human Resources Center 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: Managers at the directorate level may award it.