

### **DLA Distinguished Career Service Award**

This award may be granted to civilian employees upon their retirement in recognition of highly distinguished service.

This award consists of a bronze medal, a lapel button, and a plaque.

It will not be granted in conjunction with the DLA Exceptional Civilian Service Award, DLA Meritorious Civilian Service Award, DLA Superior Civilian Service Award, the DLA Certificate of Achievement, or the DLA Commendable Service Certificate.

The period of service covered may include both military and civilian service.

**Award Eligibility:** A record of sustained superior performance that has had significant impact on the effective accomplishment of mission objectives; and received some recognition for superior performance or special achievement. (Prior receipt of top-level honorary recognition is not a prerequisite for eligibility).

**Award Submission:** To request a DLA Distinguished Career Service Award, please submit a request to the DLA Human Resources Center (DHRC-P). The request must include a specific justification, not exceeding two pages, citing examples and details of noteworthy contributions or assignments the employee completed; description of present duties; chronology employment records; proposed citation of not more than 90 words; and chronology of previous awards and other significant recognition. All justification documentation must be attached to the initial award request.

**Award Approved by:** The request package must be approved by the Heads of the Field Activities or, for HQ DLA personnel, the approval of the Heads of the Corporate Board members and/or the Director, DLA. The Director of an organization may sign as both recommending and approving official. Board review of nominations is not required.