

DLA Meritorious Civilian Service Award

This is the second highest DLA honorary recognition for civilian employees.

This award consists of a bronze medal, a lapel button, and a certificate signed by the Director of the requesting activity.

This award is not normally granted in conjunction with retirement.

Award Eligibility:

This award may be granted for services such as the following, which are not broad enough in scope to warrant the DLA Exceptional Civilian Service Award:

- Accomplishing assigned duties in an exemplary manner, setting a record of individual achievement, and inspiring others to improve the quality and quantity of their work performance
- Exercising unusual initiative in devising new or improved work methods and procedures that result in substantial savings in manpower, time, space, materials, or other items of expense, or improving safety or health of employees
- Outstanding achievement in improving the morale of workers in an organizational unit with consequent improvement in work performance
- Demonstrating unusual courage or competence in an emergency while performing assigned duties
- Other outstanding performance relating to official employment, comparable to that above, deemed by the Director, DLA or the Head of the DLA Field Activities or Corporate Board to be worthy of recognition

Award Submission: To request a DLA Meritorious Civilian Service Award, please submit a request to the DLA Human Resources Center (DHRC-P). Submit a specific justification, not exceeding three pages, citing examples and details in support of the recommendation; 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 FA 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.