

DLA Superior Civilian Service Award

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

The 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 in scope to warrant the DLA Meritorious Civilian Service Award:

Significant contributions through consistent high quality performance; OR special acts or achievements with Field Activities wide impact.

Award Submission: To request a DLA Superior Civilian Service Award, please submit a request to the DLA Human Resources Center (DHRC-P). Submit a specific justification, not exceeding two pages, citing examples and details of the contribution(s) or assignment(s) 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 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.