

NOMINATION/APPROVAL FOR DON HONORARY AWARDS

Date: _____

Nominee Name: _____

Title: _____ Pay Plan / Series / Grade: _____

CMD/Department: _____ Time Frame Covered: _____

Provide justification for this award. Use additional sheets if needed.

Attach draft citation using the following formats:

Civilian Service Achievement Medal (CSAM) (use enclosure 6.)	Using enclosure (6) per reference (e), eight lines, times new roman, 10 pt font, all caps, landscape orientation, full justification.
Civilian Service Commendation Medal (CSCM) (use enclosure 7.)	Using enclosure (7) per reference (e), eight lines, times new roman, 10 pt font, all caps, landscape orientation, full justification.
Meritorious Civilian Service Award (MCSA) (use enclosure 8.)	23 lines max, courier new, 12 pt font, sentence case, portrait orientation, full justification.
Superior Civilian Service Award (SCSA)	Refer to reference (d), enclosure (2) for formatting and submission for routing to higher headquarters.
Distinguished Civilian Service Award (DCSA)	As required.

Nominated by: _____

Approved by: _____

Forward completed form to CNATRA (N121) or Wing MSS as appropriate for further action.