

26 Jun 2025

Nomination/Approval for DON Honorary Awards Form

Date: _____

Nominee Name: _____ Title: _____

Pay Plan / Series / Grade: _____ CMD / Department: _____

Recognition Period: _____ to _____ Type Award: _____

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

Attach draft citation using the following formats:

Civilian Service Achievement Medal (CSAM) (use enclosure 8.)	Using enclosure (8), eight lines, times new roman, 10 pt font, all caps, landscape orientation, full justification.
Civilian Service Commendation Medal (CSCM) (use enclosure 9.)	Using enclosure (9), eight lines, times new roman, 10 pt font, all caps, landscape orientation, full justification.
Meritorious Civilian Service Award (MCSA) (use enclosure 10.)	22 lines max, courier new, 12 pt font, sentence case, portrait orientation, full justification.
Superior Civilian Service Award (SCSA)	Refer to reference (g), enclosure (2) for formatting and submission for routing to higher headquarters.
Distinguished Civilian Service Award (DCSA)	As required.

Supervisor: _____ Date: _____

Approved by: _____ Date: _____

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

Enclosure (6)