

CIVILIAN HONORARY AWARDS AND CRITERIA

CIVILIAN AWARDS	HQ TRADOC APPROVAL AUTHORITY	REGULATORY CRITERIA	General Guidance
Decorations for Exceptional Civilian Service (DECS)	Secretary of the Army	(1) Accomplished assigned duties of major program significance to DA; (2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievement that were of major significance in advancing the missions of DA, DOD, and the Federal Gov.; (3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the government or its personnel; or (4) Provided outstanding leadership to the administration of major Army programs. When granted for bravery, a minimum cash award of \$1,000 will accompany the medal. Nominees must have established a pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the MCSA.	Scope of Responsibility and influence Level of Commitment Performance Years of Service Duration of Effort Career progression
Meritorious Civilian Service Award (MCSA)	Secretary of the Army or MACOM Commander	(1) Accomplished supervisory or nonsupervisory duties in an exemplary manner; (2) Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures, and inventions; (3) Achieved outstanding results in improving the morale and performance of employees; (4) Exhibited unusual courage of competence in an emergency, while performing assigned duties; (5) Rendered professional or public relations service of a unique or distinctive character. When granted for bravery, a minimum cash award of \$750 will accompany the medal. Nominees must have established a pattern of excellence, normally recognized through the previous receipt of lower level awards.	
Superior Civilian Service Award (SCSA)	Any Deputy Chief of Staff, Chief of Special Staff Office, MG and above or SES 2-Star Equivalent and above	Granted for superior service or achievement, or heroism of a lesser degree than recognized by the MCSA. When granted for bravery, a minimum cash award of \$500 will accompany award. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards.	
Commander's Award for Civilian Service (CACS)	Any Deputy Chief of Staff, Chief of Special Staff Office, COL and above or GS-15 and above	(1) Accomplished supervisory or nonsupervisory duties in an outstanding manner; (2) Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or conceiving inventions that resulted in considerable savings; (3) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit; (4) Rendered professional or public relations service that resulted in considerable favorable publicity in the local area; or (5) Demonstrated courage or competency in an emergency, while performing assigned duties resulting in benefit to the Gov or its personnel. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary awards.	
Achievement Medal for Civilian Service (AMSC)	Any Deputy Chief of Staff, Chief of Special Staff Office, LTC and above or GS-14 and above	A sustained superior service or a level of achievement sufficient to warrant this recognition or both. It is awarded for noteworthy achievements that are of a lesser degree than those recognized by the Commander's Award.	
Certificate of Appreciation for Patriotic Civilian Service	Any Deputy Chief of Staff, Chief of Special Staff Office, LTC and above or GS-14 and above	Recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency or to the welfare of Army personnel. (1) Award must reflect patriotic off duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel. (2) Recognize civilian employees for community service that reflects favorably on an Army activity or installation. Award is granted to individual employees or groups of employees for service that is not related to the official position.	
Civilian Award for Humanitarian Service (CAHS)	Secretary of the Army or MACOM Commander	Individuals who have distinguished themselves by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Nomination should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.	