



Defense Health Agency

ADMINISTRATIVE INSTRUCTION

NUMBER 103
July 3, 2019

DAD-A&M/MPSD

SUBJECT: Quarterly/Annual Military Service Member Recognition Program

References: See Enclosure 1.

1. **PURPOSE**. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) through (c), and in accordance with the guidance of References (d) and (e), establishes the Defense Health Agency's (DHA) procedures for nominations and selections for the Quarterly/Annual Military Service Member Recognition Program which recognizes Enlisted, Warrant Officers, Company Grade Officers (CGOs), and Field Grade Officers (FGOs) who performed their military duties in an exceptional manner, provided outstanding service to their community, and demonstrated commitment to self-improvement during a particular period.

2. **APPLICABILITY**. This DHA-AI applies to military members on active duty and assigned to the DHA Defense Health Headquarters (DHHQ).

3. **POLICY IMPLEMENTATION**. It is DHA's policy, pursuant to References (a) through (e), that:

a. Both quarterly and annual recognition are awarded in four categories:

(1) Junior Enlisted/Non-Commissioned Officer (NCO) personnel serving in the grades of E-1 through E-6.

(2) Senior Enlisted/Senior Non-Commissioned Officer (SNCO) personnel serving in the grades of E-7 and E-8.

(3) CGOs serving in the grades of O-1 through O-3 and W-1 and W-2.

(4) FGOs serving in the grades of O-4 and O-5 and W-3 and W-4.

b. Awards are based upon performance during the following calendar year quarters:

- (1) First Quarter: January 1 – March 31
- (2) Second Quarter: April 1 – June 30
- (3) Third Quarter: July 1 – September 30
- (4) Fourth Quarter: October 1 – December 31

c. Members must be assigned to the DHA for a minimum of 9 months during the calendar year and in the applicable grade category for the award period for a minimum of 6 months for an annual award and at least 6 weeks for a quarterly award. Example: a captain promotes to major 7 months into the award period, captain is eligible for the annual category of CGO. For a quarterly award, an E-6 is promoted to an E-7, 4 weeks into a quarterly award period; the newly promoted E-7 must compete in the E-7 category for the quarterly award.

(1) Members must serve in the applicable grade category for the entire recognition period. Promotable officers and enlisted members are considered for the category in which they were eligible as of the last day of the award quarter. For example, an Army captain promotes to major on March 1. This member would then be submitted for the FGO category.

(2) Members must meet appearance and physical fitness standards for the applicable branch of Service and may not be pending adverse action (either on or off duty), for the award period.

(3) Winning a quarterly award does not constitute an automatic nomination to compete in the annual recognition program. An annual award nominee need not be a quarterly nominee or quarterly winner during the calendar year.

d. Those selected for DHA quarterly recognition receive the following:

- (1) Certificate of Appreciation signed by the Director, DHA.
- (2) Photograph to be displayed at the DHHQ.

(3) Two work day special liberty passes to be used in coordination with supervisor.

Note: The 2 work day passes may be used in conjunction with a weekend not to exceed 4 consecutive days without face to face contact with a military member.

e. Those selected for DHA annual recognition receive the following:

(1) Joint Service Achievement Medal in recognition of selection (does not conflict with transfer/retirement/separation awards).

(2) Three-Star Note signed by the Director, DHA.

(3) Recognition Plaque with DHA Coin.

(4) Photograph to be displayed at the DHHQ.

(5) Four work day special liberty passes to be used in coordination with the supervisor.

Note: If combining earned workday passes with a weekend, only 2 work day passes may be used at one time in conjunction with a weekend not to exceed 4 consecutive days without face to face contact with a military member.

(6) Preferred parking (Junior Enlisted and CGO only), subject to availability, for the following year.

f. All nominees are recognized at a DHA ceremony where the selected Service members are announced. Selections may be announced separately with a recognition ceremony to follow.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Not cleared for public release**. This DHA-AI is available to users with Common Access Card authorization on the DHA SharePoint site at: <http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (e)).

8. FORMS. The following forms can be found on the internet at:

https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms/AllItems.aspx.

a. DHA Form 100, Service Member of the Quarter.

b. DHA Form 101, Service Member of the Year.

Fcd

R. C. BONO
VADM, MC, USN
Director

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Military Quarterly/Annual Recognition Program Flowchart
5. Nomination Memorandum Template
6. Nomination of Service Member of the Quarter Narrative Example
7. Nomination of Service Member of the Year Narrative Example
8. Junior Enlisted/Senior Non-Commissioned Officer/Company Grade Officer/Field Grade Officer of the Quarter/Year Board Member Charge

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DoD Directive 1015.2, “Military Morale, Welfare, and Recreation,” July 6, 2009
- (d) DoD Instruction 1348.19, “Award of Trophies and Similar Devices in Recognition of Accomplishments,” February 3, 2014
- (e) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:
 - a. Establish guidance for DHA's quarterly and annual recognition programs.
 - b. Approve all programmatic changes, requests, and/or waivers to this DHA-AI.
 - c. Budget for and authorize the purchase of modest awards or other suitable mementos for quarterly and annual award winners within the bounds of fiscal constraints.
 - d. Exercise approval authority over board recommendations for all DHA award recipients.
 - e. Notify DHA nominating personnel of the award results.

2. SENIOR ENLISTED ADVISOR, DHA. The Senior Enlisted Advisor, DHA, will:
 - a. Execute oversight for the DHA quarterly and annual recognition program.
 - b. Select board process oversight for DHA quarterly and annual recognition program.
 - c. Serve as the release authority for all awards on behalf of the Director, DHA.
 - d. Forward final board results to the Chief, Military Personnel Support Division (MPSD), and the DHA front office.

3. CHIEF, MPSD, DHA. The Chief, MPSD, DHA will:
 - a. Solicit a call for nominations from DHA personnel and provide the suspense dates for nomination. The call for nomination will occur no earlier than 2 weeks prior to the end of the quarter or end of the calendar year. The suspense date will occur no less than 14 calendar days from the call for nominations.
 - b. Ensure nominations meet all submission criteria and are timely.
 - c. Receive and process each nomination. Assemble and distribute nomination packages, including DHA Form 100, Service Member of the Quarter or DHA Form 101, Service Member of the Year, and lists of nominees to selection board members.
 - d. Notify board presidents and members of scheduled board dates and deadlines.

e. Assemble and distribute nomination packages, including DHA Form 100 or DHA Form 101, lists of nominees, board member responsibilities/charge, and instructions for each category to the convening board.

f. Provide administrative support for the selection boards, as needed.

g. Obtain award elements and ensure selectees receive them in a timely manner.

h. Instruct the convening board to deliver all board results, packages, and signed DHA Form 100 or DHA Form 101 to the Senior Enlisted Advisor, DHA; immediately upon completion of the board meeting.

i. Coordinate the Service Member of the Quarter/Year display at DHHQ.

j. Maintain the Service Member of the Quarter/Year portion of the narrative script for the DHA recognition ceremony.

4. CHIEF, INFRASTRUCTURE SUPPORT DIVISION, DHA. The Chief, Infrastructure Support Division, DHA, will coordinate production of photographs of the selected Service members for the display at DHHQ and other requested productions (e.g., certificate of achievements).

5. JOINT DIRECTORATE DIRECTORS AND SPECIAL STAFF, DHA. The Joint Directorate Directors and Special Staff, DHA, will:

a. Promote strong support of the program to motivate assigned military personnel to meet or exceed duty performance, participate in community service activities, and demonstrate a commitment to self-improvement.

b. Complete quarterly and annual award nominations, per Enclosure 3, including certification the member is not pending disciplinary action, has passed the most recent physical fitness assessment, submission of a digital “at work” photograph of the member, and verification of the date reported to DHA.

c. Ensure quarterly and annual award nominations are endorsed and forwarded to the Chief, MPSD, DHA, no later than close of business by the MPSD suspense date.

d. Submit one nomination for each category from each Directorate. Special Staff, as a whole, may submit one nomination for each category.

6. SELECTION BOARD, DHA. The Selection Board, DHA, will:

a. Convene quarterly. Annual selection boards, DHA, occur in conjunction with the Fourth Quarter Board. The board presidents and board members are solicited by the MPSD with approval of the Senior Enlisted Advisor, DHA, from officers and enlisted members assigned to DHA.

b. Consist of a president and three board members. Depending on the military category, the following members will be president and board members:

(1) FGO Board President will be an O-6 with three other O-6 members.

(2) CGO Board President will be an O-5 or O-6 with three FGO board members.

(3) SNCO Board President will be an E-9 with three board members in the grade of E-9.

(4) Non-Commissioned Officer Board President will be an E-8 or E-9 with three board members in the grade of E-7 or above.

7. JUNIOR ENLISTED/SNCO/CGO/FGO OF THE QUARTER/YEAR BOARD. The Junior Enlisted/SNCO/CGO/FGO of the Quarter/Year Board will:

a. Utilize DHA Form 100 or DHA Form 101 to rate each nomination package.

b. Utilize the board president's score in the event of a tie.

c. Compile board scores and hold in confidence until public release.

d. Consider only the text of the packages during scoring. No outside discussion of nominee performance should be discussed, except that which occurred during the period recognized.

ENCLOSURE 3

PROCEDURES

1. QUARTERLY AWARD SELECTION FACTORS. The Convening Board will consider the following factors as observed during the past quarter:

a. Leadership and Job Performance. Includes the development of new techniques, implementation of quality principles, and significant contributions to increase mission effectiveness during the recognition period.

b. Community Involvement. Contributions may be tangible or intangible to the military/civilian community's welfare, morale, or status. Elaborate on the scope and impact of the nominee's positive leadership and involvement in both military and civilian communities. The nomination should highlight actions that demonstrate the individual's contributions as an articulate and positive member of the Armed Forces during the recognition period.

c. Commitment to Self-Improvement. Describe how the nominee developed or improved skills related to primary duties (e.g., formal training, career development courses, on the job training certifications, and off-duty education). Include completion of any Professional Military Education and awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree, enrollment and/or completion, and grade point average). Cite any other relevant training or activity significantly enhancing the member's value as a military member or responsible citizen.

2. QUARTERLY AWARD PROCEDURES

a. Process flow chart is located in Enclosure 4.

b. Award nominations are prepared on bond paper with 1-inch margins using Times New Roman, size 12 font. Attachments or continuation sheets are not allowed and will not be considered.

c. Nomination memorandum template is located in Enclosure 5.

d. The narrative attachment will have three main paragraphs: Leadership and Job Performance, Community Involvement, and Commitment to Self-Improvement. A fourth paragraph containing other relevant information is optional but cannot be used if it exceeds the length of one page. The narrative can be written in paragraph format.

e. Specific achievements and accomplishments noted in the narrative must have occurred during the award period. Results of board will be released no more than 5 working days after board has convened.

3. ANNUAL AWARD SELECTION FACTORS. The convening board will consider the following factors as observed during the past year:

a. Nominees for Service Member of the Year will be selected on the same factors as the quarterly nominees. Nominees must have been assigned to DHA for at least 12 months before their nomination to compete.

b. The DHA Junior and Senior Enlisted annual award winners will go on to compete for the Office of the Secretary of Defense (OSD) Junior and Senior Enlisted Members of the Year. The award period for the OSD Enlisted Members of the Year is January 1 – December 31. Only those accomplishments occurring within the calendar year are reflected in the OSD package.

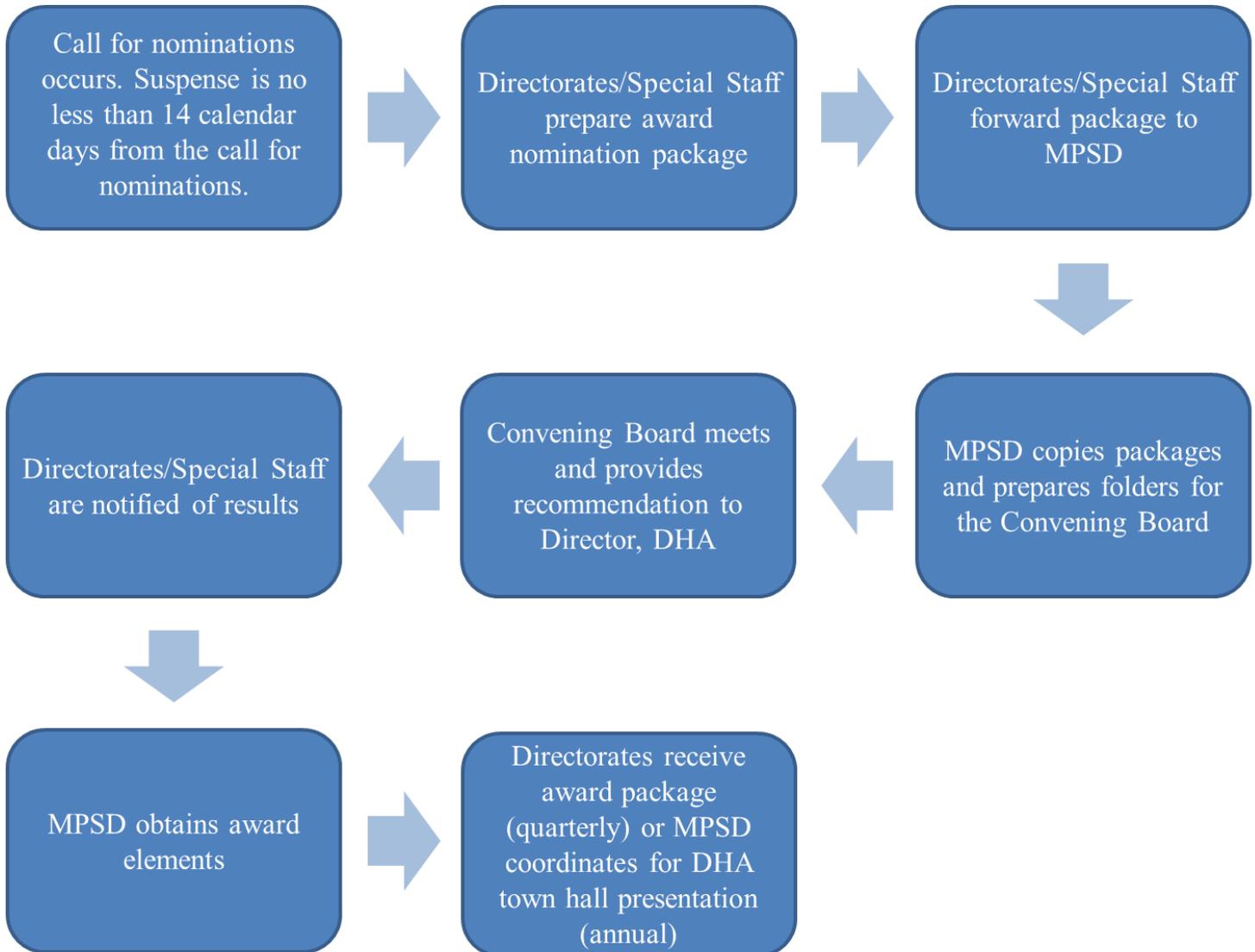
4. ANNUAL AWARD PROCEDURES

a. Military Quarterly/Annual Recognition Program Process flowchart is located in Enclosure 4.

b. Award nominations are prepared on bond paper with 1-inch margins using Times New Roman, size 12 font. The attachments or continuation sheets are not allowed and will not be considered. The nomination memorandum will not exceed one page in length. The narrative attachment will not exceed two pages in length. The format for the nomination is displayed in Enclosure 5, the format for the narrative attachment is displayed in Enclosures 6 and 7.

ENCLOSURE 4

MILITARY QUARTERLY/ANNUAL RECOGNITION PROGRAM FLOWCHART



*MPSD: Military Personnel Support Division

*DHA: Defense Health Agency

ENCLOSURE 5

NOMINATION MEMORANDUM TEMPLATE

Month DD, YYYY

MEMORANDUM FOR DIRECTOR, DEFENSE HEALTH AGENCY

SUBJECT: Service Member of the Quarter/Year, CY 20XX 1st/2nd/3rd/4th Quarter
Nomination - Rank/Rate First Name, Last Name, Service

References: (a) DoD Directive 1015.2, "Military Morale, Welfare, and Recreation"
(b) DoD Instruction 1348.19, "Award of Trophies and Similar Devices in
Recognition of Accomplishments"

1. Name, Rank, and Service (e.g., LT Jane Smith, USN)
2. Date Reported to Defense Health Agency (e.g., August 1, 2014)
3. Job Title and Location. (e.g., Chief, Immunization Health Care Branch, Healthcare Operations Directorate, Defense Health Agency; Falls Church, Virginia)
4. Completed Military/Civilian Education and dates (max of eight listed)
5. Brief Description of Duties (no more than three lines)
6. Brief description of job performance and reasons for nomination (no more than five lines)
7. LT Smith has passed his/her most recent physical fitness assessment.
8. LT Smith is NOT pending any adverse action.
9. The attachment contains a narrative description of the services rendered.
10. Attached are two digital photographs of the Service member.
11. The Point of Contact for this matter is _____ (e.g., COL John Smith) who can be reached at XXX-XXX-XXXX, or via email at _____@mail.mil

SIGNATURE BLOCK

(The Directorate's Director or the Special Staff Supervisor)

Attachments:

As stated

ENCLOSURE 6

NOMINATION OF SERVICE MEMBER OF THE QUARTER
NARRATIVE EXAMPLE

1. LEADERSHIP AND JOB PERFORMANCE. During this period, Lieutenant Colonel Smith was a key leader in the task force responsible for the Secretary of Defense directed Military Health System (MHS) Review. She led the MHS Task Force Site Visit Team comprising 20 clinical health care experts. The team visited several Continental United States and Outside Continental United States locations over a 3-week period providing senior MHS leaders with critical information facilitating strategic MHS review decisions. After completing the site visits, she continued working with the MHS Quality Working Group and was responsible for reviewing findings and providing recommendations. Her contributions will have long-lasting effects on the quality of health care provided in the MHS.

2. COMMUNITY INVOLVEMENT. An advocate and supporter of the Navy's Duty Under Instructions program, she received approval for laboratory officers to participate in Director Training opportunities with the College of American Pathologists (CAP). CAP fellows will receive advanced training in Composite Health Care System (CHCS) functions and skills such as ad hoc reporting, advanced laboratory files structures, programming system change requests, support of CHCS interfaces to off-board laboratory systems, and interpreting laboratory accreditation standards furthering the development of the next generation of Naval lab leaders within Navy Medicine and creating a cadre of individuals who will serve as Subject Matter Experts within the U.S. Navy Bureau of Medicine and Surgery, as well as the MHS.

3. COMMITMENT TO SELF-IMPROVEMENT. Dedicated to continued professional development, Lieutenant Colonel Smith completed additional Defense Acquisition University courses to further her educational perspective.

4. OTHER RELEVANT INFORMATION (OPTIONAL)

ENCLOSURE 7

NOMINATION OF SERVICE MEMBER OF THE YEAR
NARRATIVE EXAMPLE

1. Name and Rank (Indicate if on Promotion Selection List).
2. Date assigned.
3. Date of expiration of enlistment.
4. Military education.
5. Civilian education.
6. Job title and brief description of duties.
7. Brief description of job performance and reasons for nomination, including:
 - a. How duty performance has been exemplary.
 - b. How the member has improved productivity or reduced costs, if applicable.
8. The member's contribution to his or her community that reflects positively on the Department of Defense.

ENCLOSURE 8

JUNIOR ENLISTED/SENIOR NON-COMMISSIONED OFFICER/COMPANY GRADE
OFFICER/FIELD GRADE OFFICER OF THE QUARTER/YEAR BOARD MEMBER
CHARGE

Oath:

I solemnly affirm that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special qualities of all of the nominees and the efficiency of the Defense Health Agency.

I will hold as sacred the confidentiality of my results, shared with none, until formal public announcement is made by vested authority.

Board Member Signature

Date

GLOSSARY

ABBREVIATIONS AND ACRONYMS

CGO	Company Grade Officer
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
DHHQ	Defense Health Headquarters
FGO	Field Grade Officer
MHS	Military Health System
MPSD	Military Personnel Support Division
NCO	Non-Commissioned Officer
OSD	Office of the Secretary of Defense
SNCO	Senior Non-Commissioned Officer