



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Armed Forces Civilian Service Medal for Department of Defense Coronavirus Operations and Activities

AUDIENCE: Appropriated and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners

REFERENCES:

- a. Under Secretary of Defense for Personnel and Readiness Memorandum, "Armed Forces Civilian Service Medal for Department of Defense Coronavirus Operations and Activities," dated September 14, 2020 (attached)
- b. DoD Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," dated November 4, 2013, [https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025\\_vol451.pdf](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025_vol451.pdf)
- c. Under Secretary of Defense for Personnel and Readiness Memorandum, "Award of the Armed Forces Service Medal and Humanitarian Service Medal for Department of Defense Coronavirus Operations and Activities," dated June 30, 2020 (attached)
- d. Frequently Asked Questions, "Armed Forces Civilian Service Medal (attached)

BACKGROUND/INTENT: On September 14, 2020, the Under Secretary of Defense for Personnel and Readiness signed the memorandum at reference (a), authorizing civilian employees to receive the Armed Forces Civilian Service Medal (AFCSM) for qualifying coronavirus disease 2019 operations and activities. Consistent with DoDI 1400.25, volume 451, section 1 of Appendix 4 (reference b), civilian employees are now eligible to receive the AFCSM based on expanded criteria listed in the Memorandum at reference (c). Frequently asked questions (reference d) specific to this topic are attached.

POINT OF CONTACT: Ms. Laura Larsen, Human Resources Specialist, Employee and Labor Relations, [laura.m.larsen4.civ@mail.mil](mailto:laura.m.larsen4.civ@mail.mil).

Attachment(s):  
As stated



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP 14 2020

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP (SEE DISTRIBUTION)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Armed Forces Civilian Service Medal for Department of Defense Coronavirus  
Operations and Activities

Due to the coronavirus disease 2019 (COVID-19), many civilian employees have served or will serve in direct support of the Military Departments that are engaged in operations of a humanitarian nature. On June 30, 2020, I signed the attached memorandum, "Award of the Armed Forces Service Medal and Humanitarian Service Medal for Department of Defense Coronavirus Operations and Activities," which updates criteria for Service members eligible to receive the medal for their support of DoD COVID-19 Operations. As Department of Defense Instruction (DoDI) 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," calls for eligibility for the Armed Forces Civilian Service Medal to be aligned as closely as practicable to that of the Armed Forces Service Medal for Service members, similar recognition should be made available for civilian employees.

This memorandum authorizes DoD civilian employees to receive the Armed Forces Civilian Service Medal for qualifying COVID-19 operations and activities consistent with paragraph 1 of Appendix 4 to Enclosure 3 of DoDI 1400.25, Volume 451. Subject to meeting labor obligations, as applicable, this change is effective immediately.

My point of contact for this matter is Ms. Laura Larsen, Human Resources Specialist, Labor and Employee Relations, whom you may reach at [laura.m.larsen4.civ@mail.mil](mailto:laura.m.larsen4.civ@mail.mil).

Matthew P. Donovan

Attachment:  
As stated

DISTRIBUTION:  
Chief Management Officer of the Department of Defense  
Secretaries of the Military Departments  
Chairman of the Joint Chiefs of Staff  
Under Secretaries of Defense  
Chief of the National Guard Bureau  
General Counsel of the Department of Defense  
Director of Cost Assessment and Program Evaluation  
Inspector General of the Department of Defense  
Director of Operational Test and Evaluation  
Chief Information Officer of the Department of Defense  
Assistant Secretary of Defense for Legislative Affairs  
Assistant to the Secretary of Defense for Public Affairs  
Director of Net Assessment



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

Attachment  
Reference c

JUN 30 2020

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
CHIEF OF THE NATIONAL GUARD BUREAU  
COMMANDANT OF THE COAST GUARD  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Award of the Armed Forces Service Medal and Humanitarian Service Medal for  
Department of Defense Coronavirus Operations and Activities

The Armed Forces Service Medal (AFSM) and Humanitarian Service Medal (HSM) are approved for award to eligible Service members for qualifying DoD coronavirus disease 2019 (COVID-19) operations and activities.

- Period of Award for the AFSM and HSM: January 31, 2020 to a future “to be determined” termination date.
- Area of Eligibility: Given the global nature of the COVID-19 pandemic, there is no designated area of eligibility, and award authorities determine eligibility based on the nature of the qualifying DoD COVID-19 operation and/or activity.
- Eligible Personnel: Active and Reserve Component (including National Guard) members who meet AFSM and HSM eligibility criteria contained in DoD Manual 1348.33, Volume 2, “DoD Manual of Military Decorations and Awards – Campaign, Expeditionary, and Service Medals.”

Pursuant to DoD Manual 1348.33, Volume 2, paragraphs 4.4.e.(3) and 4.8.e.(6), each Military Department will prescribe appropriate regulations for administrative processing, awarding, and wearing of the AFSM and HSM, respectively. Accordingly, the Secretary of the Military Department concerned will determine eligibility for award of the AFSM and HSM to Service members in his or her respective Military Department based on the eligibility criteria. As an exception for DoD COVID-19 operations and activities, the Chief of the National Guard Bureau is authorized to determine eligibility for National Guard members who do not fall under the purview of a Secretary of a Military Department.

Award authorities determine which operations and/or activities are deemed to be humanitarian in nature based off of HSM award criteria. Service members are not eligible for both the AFSM and HSM based on the same activities, deployment, and/or period of service.

Due to the global nature of the COVID-19 pandemic, as an exception, the AFSM is authorized for award to qualifying Service members who deploy for at least 30 days (either

consecutively or non-consecutively). Additionally, the AFSM deployment requirement is waived for non-deployed Service members, provided the members were re-assigned from their normal duties to primarily perform duties related to DoD COVID-19 operations or activities for at least 30 days. Finally, due to the health risk posed by COVID-19, award of the AFSM is authorized for one day of qualifying service if that service resulted in the member contracting the virus.

Service members should direct eligibility questions to their respective Military Department.

A handwritten signature in black ink, appearing to read "Matthew P. Donovan". The signature is fluid and cursive, with the first name "Matthew" being the most prominent part.

Matthew P. Donovan

## Frequently Asked Questions: Armed Forces Civilian Service Medal

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- 1. Q. Based on the memorandum dated June 30, 2020, the Armed Forces Service Medal is authorized for qualifying service members who deploy for at least 30 days (either consecutively or non-consecutively). How does this apply to civilian employees who supported COVID-19 operations and activities?**

A. The Armed Forces Civilian Service Medal should be aligned as closely as practicable to that of the Armed Forces Service Medal. If a civilian employee meets the applicable requirements, then they should be considered for the Armed Forces Civilian Service Award, consistent with service members who are eligible for the Armed Forces Service Medal.
- 2. Q. Based on the memorandum dated June 30, 2020, the Armed Forces Service Medal deployment requirement is waived for non-deployed service members, provided service members were re-assigned from their normal duties to primarily perform duties related COVID-19 operations and activities for at least 30 days. How does this apply to civilian employees who performed duties related to COVID-19?**

A. Civilian employees who were detailed or temporarily re-assigned for at least 30 days in support of COVID-19 operations and activities should be considered for the Armed Forces Civilian Service Award consistent with service members who are eligible for the Armed Forces Service Medal.
- 3. Q. What about civilian employees who performed duties in support of COVID-19 operations and activities, but were not re-assigned from normal duties or were re-assigned but not for 30 days. What type of recognition is available?**

A. Civilian employees who were not re-assigned for at least 30 days or who took on additional COVID-19 tasks but retained normal duties, can be recognized through the Honorary or Incentive Awards program. Consult your local Component's Honorary or Incentive policy for further guidance.
- 4. Q. What if a civilian employee contracted COVID-19 from support of operations or activities but did not deploy or re-assign from normal duties for at least 30 days? What type of recognition is available?**

A. Components can utilize their local Honorary or Incentive Awards program to recognize civilian employees who are not otherwise eligible for the Armed Forces Civilian Service Award. In addition, Components should consult with their local Office of Worker's Compensation Program personnel for further guidance on claim processing.