



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  
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Director of Cost Assessment and Program Evaluation  
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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 ACTIVITIESSUBJECT: 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