

Guidelines:

- Typically, JSAM impact award recommendations should be submitted only when the achievement is outside of normal duties and responsibilities. The impact should be of such magnitude that delaying recognition until completion of the individual's tour would diminish the significance of the recognition or the impact could not be appropriately recognized in any other way than by award.
- Impact award for outstanding achievement is intended to recognize a single specific act or accomplishment.
- An outstanding achievement, worthy of an impact award, usually covers a short period of time with definite beginning and ending dates (typically six months or less).
- No Defense/Joint decoration shall be awarded or presented to any service member whose entire service during or after the time of the distinguished act, achievement, or meritorious service has not been honorable.

FORMAT (JSAM):

- **NARRATIVE:**
 - Times Roman 12
 - One Page **MAX**
 - Must be **SINGLE SPACED**
 - Paragraphs (1 inch margins)
- **CITATION:**
 - Times Roman 14
 - Must be Fully Justified
 - 16 Lines **MAX** (1 inch margins)
 - **NO** Acronyms

Example JSAM (Impact) can be found at the following link:
([Impact](#))

REFERENCE:

DODM 1348.33-V4 (Manual of Military Decorations and Awards: DoD Joint Decorations and Awards), Section 3 (Procedures), 3.5 (Joint Service Achievement Medal)