GUIDELINES:

➢ The JSCM is typically awarded to mid-grade enlisted and mid-grade officers who PCS, separate, or retire and who met or exceeded all expectations upon completion of the entire period of joint assignment in a supervisory role or other key positions.
➢ Ensure leadership roles and/or key contributions are explicitly captured on both narrative and citation.
➢ As an impact award, the JSCM can be awarded at all levels, assuming their contributions warrant the JSCM.
➢ 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:

➢ 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 JSCM can be found at the following link: (JSCM)

REFERENCE:
DODM 1348.33-V4 (Manual of Military Decorations and Awards: DoD Joint Decorations and Awards), Section 3 (Procedures), 3.4 (Joint Service Commendation Medal)