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DEPARTMENT OF DEFENSE
UNITED STATES CYBER COMMAND
9800 SAVAGE ROAD, SUITE 6171
FORT GEORGE G. MEADE, MARYLAND 20755

DEC 21 2022

Reply to:
Chief of Staff

CPM 2022-07

MEMORANDUM FOR ALL UNITED STATES CYBER COMMAND PERSONNEL

SUBJECT: Star Note and Senior Leader Coin Recognition Program

Reference: (a) United States Cyber Command Instruction (USCCI) 1100-01, *Awards and Decorations Program* (U//FOUO)
(b) United States Cyber Command Instruction (USCCI) 4165-01, *Organizational Coins* (U)
(c) United States Cyber Command Instruction (USCCI) 5000-01, *Correspondence Management* (U)
(d) Department of the Air Force Manual 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022 (U)
(e) Department of the Air Force Manual 65-605 Volume 1, *Budget Guidance and Technical Procedures*, 31 March 2021 (U)

1. (CUI) **Purpose.** This Command Policy Memorandum outlines the eligibility, submission procedure, and timeline for requesting "Star Notes" and coins from the Commander, Deputy Commander, and/or Command Senior Enlisted Leader.

a. (CUI) Star Notes and coins are a part of the command recognition program that awards both military and DoD civilian members throughout the command for an accomplishment that is unique and clearly contributes to increased effectiveness or efficiency of service.

b. (CUI) Star Notes and coins should not be considered in lieu of traditional awards and decorations as outlined in Ref. A.

2. (CUI) **Eligibility.** To nominate a candidate for recognition, the supervisory chain ensures job performance is commensurate with eligibility requirements, and Directorate leaders (O6 or equivalent or above) approve their nominees. To submit for a mission accomplishment award, the nomination must include a justification for how the accomplishment was unique and clearly contributed to increased effectiveness or efficiency of service. Nothing in this policy limits the ability of the Commander, Deputy Commander, and/or Command Senior Enlisted Leader from awarding an eligible recipient without a nomination. U.S. military members or DoD civilians assigned, attached, or detailed to USCYBERCOM (or a unit assigned to USCYBERCOM) are eligible to receive Star Notes and coins.

3. (CUI) Star Notes and coins may NOT be presented to contractors. All coins shall be awarded in accordance with Ref. B.

4. (CUI) **Submission Procedures.** Submitters can find examples and templates on the USCYBERCOM Senior Enlisted Leader website (Go SEA). Additional, general staff package guidance can be found in Ref. C.

Controlled by: USCYBERCOM
Controlled by: J0
Categories: OPSEC
LDC: FEDCON
POC: Nicholas Long

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5. (CUI) **Timeline.** All Star Note and coin requests must be submitted to the Command Secretariat two weeks prior to the scheduled (or anticipated) presentation date. The Command Secretariat will notify the submitter when the signed Star Note and/or coin are ready for pick-up. Requests received within 14 days of the anticipated presentation will be accompanied by a memorandum to the Chief of Staff from the first O6 or equivalent (or Directorate Leadership) in the awardee's chain of command explaining the late submission.
6. (CUI) Point of Contact for this Policy Memorandum is the Command Secretariat, J010, 969-7441, USCC_J010_CMDSEC@nsa.ic.gov.
7. (CUI) This CPM is effective upon signature. This CPM expires one year after signature or until incorporated into a new or existing USCCI.

A handwritten signature in black ink, appearing to read 'Brad L. Pyburn', with a stylized flourish at the end.

BRADLEY L. PYBURN
Major General, U.S. Air Force
Chief of Staff

Enclosure:
Attachment 1 – Star Note Example



Dear *Full Rank Last Name*,

Thank you for your valuable service and leadership to United States Cyber Command. Your exemplary support, devotion to duty, and distinguished performance as the *Current Duty Position* has been unparalleled.

Your performance greatly contributed to our command's morale and mission success. Your leadership in *accomplishing ...* was critical to *specific details...* More importantly, your unmatched passion for *additional details* empowered the organization to achieve results against the Command's top priorities.

We are extremely confident your experiences at United States Cyber Command will serve you well in your next assignment. On behalf of all of your friends and colleagues at United States Cyber Command, we salute you for all of your hard work and selfless efforts. Our best wishes for your continued career success *at next assignment*. Job well done!

USCYBERCOM SEL
Command Sergeant Major, USA
Command Senior Enlisted Leader
U.S. Cyber Command

USCYBERCOM DCDR
Lieutenant General, USAF
Deputy Commander
U.S. Cyber Command

USCYBERCOM CDR
General, USA
Commander
U.S. Cyber Command

Rank First MI. Last
U.S. Cyber Command