



# Department of Defense **INSTRUCTION**

**NUMBER** 1005.14

January 10, 2013

Incorporating Change 1, April 14, 2017

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DCMO

**SUBJECT:** Department of Defense Spirit of Hope (SOH) Award

- References:**
- (a) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
  - (b) DoD Directive 5105.82, "Deputy Chief Management Officer (DCMO) of the Department of Defense," October 17, 2008
  - (c) Deputy Secretary of Defense Memorandum, "Reorganization of the Office of the Deputy Chief Management Officer," July 11, 2014
  - (d) Office of the Secretary of Defense, Director of Administration and Management Action Memo, "Authority to Establish the Spirit of Hope (SOH) Department of Defense Instruction (DoDI)," April 18, 2011
  - (e) DoD Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," November 4, 2013
  - (f) DoD Manual 8910.01, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended

1. **PURPOSE.** In accordance with the authority in References (a) through (d) and the guidance in Reference (e), this Instruction:

- a. Establishes the DoD SOH Award.
- b. Establishes policy and assigns responsibilities for the DoD SOH Award.
- c. Prescribes requirements and procedures for nominating and awarding recipients.

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments (including the U.S. Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff (JS), the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this Instruction as the "DoD Components"). For the purposes of this Instruction, "Components concerned" refers collectively

to Office of the Chairman of the Joint Chiefs of Staff and JS, Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. The DoD SOH Award will be presented annually to recognize those who:

(1) Epitomize the values of Bob Hope: duty, honor, courage, loyalty, commitment, integrity, and selfless dedication.

(2) Significantly enhance the quality of life of Service members and their families serving around the world.

(3) Selflessly contribute an extraordinary amount of time, talent, or resources to benefit Service members.

b. The DoD SOH Award will only be awarded when the standards in paragraph 4a are met. Nominees may not be selected to receive the award if they do not meet the criteria and eligibility requirements in this Instruction.

c. The DoD SOH Award will be presented annually to one recipient nominated and selected by each of the following: the Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, and Components concerned.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2 for criteria and eligibility requirements, selection, and presentation of the DoD SOH Award.

7. INFORMATION COLLECTION REQUIREMENTS. The DoD SOH Award application, referred to in paragraph 4.b. of Enclosure 2 of this Instruction, is exempt from licensing in accordance with paragraph C4.4.9. of DoD 8910.1-M (Reference (f)).

8. RELEASABILITY. **Cleared for public release**. This Instruction is available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

9. SUMMARY OF CHANGE 1. The changes to this issuance are administrative and update acronyms and references for accuracy.

10. EFFECTIVE DATE. This Instruction is effective January 10, 2013.



Michael L. Rhodes  
Director of Administration and Management

Enclosures

1. Responsibilities
2. DoD SOH Award Selection and Presentation

Glossary

ENCLOSURE 1  
RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION, OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE (DA ODCMO). The DA ODCMO:

- a. Establishes policy, assign responsibilities, and prescribe procedures for the DoD SOH Award.
- b. Oversees the implementation of this Instruction.
- c. Serves as the approval authority for nominations from the Components concerned for the DoD SOH Award.
- d. Serves as the Awards Presentation Authority for the Components concerned in accordance with section 5 of Enclosure 2.

2. DIRECTOR, DEFENSE INTELLIGENCE AGENCY (DIA). Under the authority, direction, and control of the Under Secretary of Defense for Intelligence, when a foreign national is selected for the DoD SOH Award, the Director, DIA:

- a. Reviews the selection, verifies that counterintelligence records checks have been conducted, and conducts a biographic file check to ensure the foreign national has committed no act or engaged in any activity wherein the awarding of the DoD SOH Award would cause embarrassment to the United States.
- b. Provides a statement of concurrence or nonconcurrence to the DoD Component that selected the foreign national for the DoD SOH award.

3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard, or their representatives:

- a. In accordance with Enclosure 2 of this Instruction, serve as approval authorities for their selection(s) of DoD SOH Award recipients.

(1) The Secretary of the Navy is the approval authority for the Navy and the Marine Corps.

(2) The Commandant of the U.S. Coast Guard is the approval authority for the U.S. Coast Guard.

- b. Serve as Awards Presentation Authority in accordance with section 5 of Enclosure 2.

ENCLOSURE 2

DoD SOH AWARD SELECTION AND PRESENTATION

1. SELECTION CRITERIA

a. The DoD SOH Award will be presented annually to one recipient nominated and selected by each of the following: the Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, and Components concerned. The award recipient may be either an individual or an organization.

b. The recipient must:

(1) Epitomize the values of Bob Hope: duty, honor, courage, loyalty, commitment, integrity, and selfless dedication.

(2) Significantly enhance the quality of life of Service members and their families serving around the world.

(3) Selflessly contribute an extraordinary amount of time, talent, or resources to benefit Service members.

2. ELIGIBILITY REQUIREMENTS

a. DoD SOH Recipients. Private citizens or organizations and current or former DoD military or civilian personnel are eligible to receive the award.

b. DoD Contractors. Individuals or organizations having a commercial or profit-making contractual relationship with DoD or with a DoD Component may be eligible to receive the award if:

(1) The contribution is clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship.

(2) The recognition is clearly in the public interest.

c. Foreign Nationals. Before approval of the award, the DoD Component or the commander initiating the recommendation for an award to a foreign national:

(1) Coordinates with the appropriate U.S. Embassy to ensure that the award is consistent with the overall interests of the United States.

(2) Requests that the pertinent military counterintelligence organization conduct a counterintelligence records check to ensure foreign national has no known involvement with international terrorism or foreign intelligence services.

(3) In accordance with section 2 of Enclosure 1, requests that DIA review the DoD SOH recommendation of all foreign nationals.

d. Posthumous Awarding. The award may be presented posthumously.

3. PERIOD OF SERVICE. The annual award recognizes a period of service from January 1 through December 31 of the calendar year preceding each award ceremony. A multi-year or lifetime contribution may also be recognized.

#### 4. SELECTION PROCESS

a. The approval authorities will establish internal procedures to solicit, review, and select DoD SOH Award recipients and will forward the award recipient's packet to the Awards Presentation Authority no later than June 30 of each calendar year.

b. Each award recipient's packet includes:

(1) Name of the nominee, group, or organization.

(2) Nominee's address.

(3) Nominee's present position and/or status.

(4) If applicable, name and address of nominee's employer during the period of service.

(5) A summary, not to exceed two double-spaced pages with at least 12-pitch font, of the act(s) or service(s) rendered and how the nominee epitomizes the values of Bob Hope as described in paragraph 4.a. above the signature of this Instruction.

(6) Supporting documentation (optional).

(7) A proposed citation, not to exceed 90 words, that provides specific examples of the act(s) or service(s) performed.

(8) Name, address, and telephone number of the point of contact for the nominating organization.

(9) For foreign national selectees, a statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned) to the country of the foreign national nominee; and a statement of concurrence from the Director, DIA.

c. If approval authorities accept nominations from the public, all regulatory rule and public collection processes must be followed in accordance with applicable executive and legislative

requirements. Nominations from the public include but are not limited to those submitted by separated military, former Federal civilians, foreign nationals, private citizens or organizations, contractors, and State, tribal, or local governments.

5. AWARDS PRESENTATION

a. The position of the Awards Presentation Authority will rotate between Military Departments, U.S. Coast Guard, and OSD, beginning with the Navy in 2013 and followed by Air Force, U.S. Coast Guard, OSD, and Army.

b. The Awards Presentation Authority:

(1) Is designated as indicated in paragraphs 1d and 3b of Enclosure 1 to serve on an annual basis.

(2) Plans and hosts an annual DoD SOH awards ceremony at the Pentagon, typically in October or November.



GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DA ODCMO	Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense
DIA	Defense Intelligence Agency
JS	Joint Staff
SOH	Spirit of Hope

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Instruction.

approval authority. Military Secretary, Commandant of the U.S. Coast Guard, and DA ODCMO (for the Components concerned) respectively approving their recipient(s) for the DoD SOH award. Each may have one recipient (individual or organization). The Secretary of the Navy will have two recipients (one individual or organization from the Navy and one individual or organization from the Marine Corps).

Awards Presentation Authority. The DoD Component planning and hosting an annual DoD SOH awards ceremony. Responsibilities will rotate between Military Departments, U.S. Coast Guard, and OSD.

Components concerned. Office of the Chairman of the Joint Chiefs of Staff and JS, Office of the Inspector General of the Department of Defense, the Defense Agencies, DoD Field Activities