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10 APR 96


CFC Memo 672-1
연합사 각서 672-1

**HEADQUARTERS
ROK/US COMBINED FORCES COMMAND**

한 미 연합사령부 본부
UNIT #15255
부대 # 15255
APO AP 96205-0028
군우 96205-0028

CFC MEMORANDUM

연합사 각서
No. 672-1
번호 672-1

1 March 1995

Decorations, Awards and Honors

훈장, 표창 및 명예장
INDIVIDUAL AWARDS AND DECORATIONS
개인 표창 및 훈장

**HEADQUARTERS
ROK/US COMBINED FORCES COMMAND
UNIT #15255
APO AP 96205-0028**

**CFC MEMORANDUM
No. 672-1**

1 March 1995

**Decorations, Awards and Honors
INDIVIDUAL AWARDS AND DECORATIONS**

- 1. PURPOSE.** To establish basic policy and procedures for individual awards and decorations.
- 2. APPLICABILITY.** This memorandum applies to all Republic of Korea (ROK) and United States (US) military and civilian personnel assigned to the ROK/US Combined Forces Command (CFC) Headquarters (HQ) staff.

3. EXPLANATION OF ABBREVIATIONS AND TERMS.

ACofS	Assistant Chief of Staff
CFC	Combined Forces Command
CINC	Commander in Chief
DCINC	Deputy Commander in Chief
HQ	Headquarters
IAW	in accordance with
ROK	Republic of Korea
SCJS	Secretary Combined Joint Staff
US	United States (of America)

4. RESPONSIBILITIES.

a. Each Assistant Chief of Staff (ACofS) and head of a special staff agency will ensure that deserving acts, achievements and sustained superior performance, by members of their activities are suitably recognized by the initiation of award recommendations whenever appropriate.

b. The ACofS, C-1 will monitor the CFC awards program.

5. POLICY.

a. The objective of the CFC awards program is to foster morale and esprit de corps by formally recognizing outstanding achievement, acts, and sustained superior performance.

b. National awards, both ROK and US, may be presented to CFC personnel, as authorized by each nation's award policies and regulations. National awards are the most appropriate means of recognizing exceptionally outstanding achievement, acts, and sustained superior performance.

c. Award recommendations will be based solely on performance. An individual's grade or position is not, of itself, the basis for an award. An individual's performance measured against that normally expected of his or her grade or position should be the main factor governing recommendation and approval.

d. The recommendation of any individual for an award solely to maintain equity within an activity is strictly prohibited.

6. **CFC AWARDS.** When exceptional achievement, acts or periods of superior performance do not meet the criteria for specific national awards, the following CFC awards may be considered appropriate:

a. **DEPUTY COMMANDER IN CHIEF (DCINC) CITATION/LETTER OF APPRECIATION.** Allocation and approval of these awards are at the discretion of the DCINC, CFC.

(1) Quotas for these awards are normally allocated in conjunction with specific exercises or special events and are not routinely used as a method of recognition for special acts or sustained superior performance. However, this policy does not preclude recommendations, to the approval authority, for highly deserving individuals when such recognition is believed to be warranted by the senior officer of a specific staff.

(2) DCINC Citations may only be awarded to ROK personnel assigned to HQ, CFC.

(3) The DCINC Letter of Appreciation may only be awarded to US personnel assigned to HQ, CFC.

b. **CFC CERTIFICATES OF APPRECIATION.** The CFC Certificate of Appreciation may be awarded to both ROK and US military and civilian personnel assigned to, or on temporary duty with, HQ, CFC. It may also be awarded to personnel not assigned, but whose special efforts or specific acts contributed significantly to the Combined Forces Command.

7. PROCEDURES.

a. National awards will be prepared and processed in accordance with (IAW) appropriate national service directives.

(1) All US award recommendations for foreign personnel assigned to HQ, CFC will be prepared IAW procedures outlined in AR 672-7, AR 672-5-1 and USFK Reg 672-2. Completed award recommendations, with all required documentation, will be forwarded to the Commander, 8th PERSCOM, ATTN: EAPC-PA-A, APO AP 96205-0089. A copy of the award packet is sent to the ACofS, C-1, ATTN: CFCA-PO-B for tracking purpose.

(2) All ROK award recommendations for US personnel assigned to HQ, CFC, will be forwarded through the ACofS, C1, ATTN: CFCA-AG-A for processing.

(3) US personnel who receive ROK or other foreign awards (excluding Letters of Appreciation), must comply with DOD Manual 1348.33M (Manual for Military Decorations and Awards) as appropriate, concerning acceptance, retention and wearing on the uniform.

b. Requests for all DCINC Citations and Letters of Appreciation will be prepared IAW appendix A -1 to this memorandum, over the signature of the senior ROK officer assigned to the staff activity. Recommendations will be forwarded to the DCINC, ROK/US CFC through the ACofS, C1, ATTN: CFCA-AG-A.

c. Requests for CFC Certificates of Appreciation will be prepared IAW appendix B -1 to this memorandum. Certificates may be obtained from the CFC Mail and Distribution Center, bldg. 2310, room 103. Requests should not be excessive; this is not an award for every member of the CFC. Completed recommendations will be signed by the appropriate staff chief or deputy and forwarded to the Commander in Chief (CINC), CFC through the Secretary Combined Joint Staff (SCJS).

The proponent agency of this memorandum is the ACofS, CI. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or ROKA Form 1-6-2 (Disposition Form) to HQ ROK-US, CFC, ATTN: CFCA-PO-B, Unit #15255, APO AP 96205-0028.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. TIMMONS
Lieutenant General, USA
Chief of Staff



KIM, YOUNG KON
LTC, ROKA
Adjutant General, ROK-US CFC

- 2. Appendixes
- A. DCINC Citation/Letter of Appreciation Procedures
- B. CFC Certificate of Appreciation Procedures

DISTRIBUTION:

CFCA - 5	CFCE - 15	CFJA - 2	CFEN - 5	CFCA-AG - 5
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APPENDIX A

DCINC CITATION/LETTER OF APPRECIATION PROCEDURES

1. The following outlines the procedures for preparation and processing of recommendations for CFC DCINC Citations and DCINC Letters of Appreciation:

2. DCINC Citations.

a. The DCINC Citation may only be awarded to ROK personnel assigned to HQ, CFC.

b. Requests for the DCINC Citation will be submitted via memorandum, signed by the senior ROK officer within the staff directorate, (i.e. staff chief or deputy), to the ACofS, C1, ATTN: CFCA-AG-A. Each request must include the full name, rank, service number, service branch and duty position of the person(s) being recommended. Additionally, each request will include one (1) ROKA Form 1-6-56, completed in Hangul.

c. A sample blank ROKA Form 1-6-56 is at appendix A - 2.

3. DCINC Letter of Appreciation.

a. The DCINC Letter of Appreciation may only be awarded to US personnel assigned to HQ, CFC.

b. Requests for the DCINC Letter of Appreciation will be submitted via memorandum, signed by the senior ROK officer within the staff directorate (staff chief or deputy), to the ACofS, C1, ATTN: CFCA-AG-A. Each request must include the full name, rank, service number, service branch and duty position of the person(s) being recommended. Additionally, each request must include two (2) ROKA Forms 1-6-56; one completed in English and the other in Hangul.

c. An English legend which explains each block of the prescribed ROKA Form 1-6-56, is at appendix A - 3.

4. Completed DCINC Citations/Letters of Appreciation will be returned to the requesting staff chief/deputy for presentation or forwarding to the individual as appropriate.

(16) 주 요 하 력 및 강 령			
년 월 일	강 령	년 월 일	강 령
(17) 과거 포상기록 (훈장.포장.표창별로 기록)			
년 월 일	내 용	년 월 일	내 용
(18) 봉 적 시 항			

LEGEND OF THE PRESCRIBED FORMAT FOR DCINC AWARD

Recommendation to be prepared in Hangul and English on separate pages.

- | | |
|---|--|
| 1. NAME (FIRST MIDDLE, LAST) | 2. SSN: |
| 3. N/A | 4. NATIONALITY |
| 5. PERMANENT ADDRESS | 6. OCCUPATION SPECIALTY |
| 7. UNIT | 8. POSITION |
| 9. RATE (GRADE, RANK) | 10. LENGTH OF SERVICE |
| 11. PERIOD OF MERITORIOUS SERVICE | 12. PLACE OF MERITORIOUS SERVICE |
| 13. RECOMMENDED AWARD | 14. PRIORITY IN ORDER |
| 15. EXAMINER (XO/ADMIN OFFICER
- UNIT
- RANK | - ASSIGNMENT (JOB TITLE)
- NAME

- DATE(YEAR, MONTH, DAY) |

RECOMMENDER (STAFF PRINCIPAL) ASSIGNMENT: RANK: NAME: SIGNATURE

(REVERSE PAGE)

- 16. MAJOR CAREER (CIVILIAN/MILITARY CAREER AND EDUCATION)**
- 17. PREVIOUS AWARDS (MEDAL/CITATION, ETC.)**
- 18. NARRATIVE WITHIN 5 - 7 LINES.**

APPENDIX B

CFC CERTIFICATE OF APPRECIATION PROCEDURES

1. The following, outlines the procedures for preparation and processing of the CFC Certificate of Appreciation.

2. Certificates of Appreciation.

a. Preparation. Obtain blank Certificates of Appreciation from the CFC Mail and Distribution Center, bldg 2310, room 103. Each staff section will print the citations on the blank certificate, prepare the staff summary sheet and forward to the CINC, CFC through the SCJS.

(1) Proposed citations should include 4-6 lines of narrative that state in simple, direct, clear terms, what the individual, unit, or section, is being recognized for.

(2) Acronyms should not be used; spell out each word.

b. Processing Certificates for Signature. A staff summary sheet will be sent through the SCJS to the CINC, CFC will be prepared by the recommending staff section/agency. The summary sheet must include the full name, rank, national service, service number, and duty position, of the individual(s) being recommended. The memorandum must also include a brief statement which highlights the exceptional duty performance or contributions made. Recommendations must be signed by the staff chief or deputy, within each staff component.

c. Signed certificates will be returned to the requesting staff/agency once completed.

d. To ensure completed certificates are available when desired, they should be submitted for signature no later than 30 days prior to the desired date of presentation.

e. A sample recommendation with certificate is at appendix B - 2 and appendix B - 3 respectively.

CFC SUMMARY SHEET
(UNC/CFC/USFK MEMO 25-50)

SCJS LOG NO.:

NO.	TO	ACTION	CONCUR	NON-CONCUR	SIGNATURE (SURNAME), GRADE, & DATE	COMMAND GROUP COORDINATION		
						NO.	TO	ACTION
1						CINC		
2						DCINC		
3						CS		
4						DCS		
5						ADCS		
6						CSM		
7						SCJS		
8						DSCJS		
9						SACO		
10								
11								
12								

REMARKS:

STAFF/ORGANIZATION	ACTION OFFICER	PHONE NO.	SUSPENSE DATE	DATE
CFCA	MAJ DOE	7XX-XXXX		

SUBJECT:
Recommendation for the CFC Certificate of Appreciation

PURPOSE:
To obtain the CINC's signature on requested award recommendation at Tab X.

- DISCUSSION: a. The CFC Certificate of Appreciation is awarded to those individuals who perform outstanding achievements, acts, or sustained superior performance that do not meet the approval criteria for national awards (CFC Memo 672-1).
b. The following individual have been recommended to receive the CFC Certificate of Appreciation for his outstanding contributions during UFL '94:

<u>GRADE/NAME</u>	<u>SECTION OF ASSIGNMENT</u>
SSG DOE, John L.	C-1 Medical Division, Admin NCO

2. RECOMMENDATION: That the CINC sign the certificate at Tab X.

Encl TAB X /Certificates of Appreciation	COMMANDER RANK UNIT OF ASSIGNMENT
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CFC CITATION

STAFF SERGEANT JOHN D. DOE

Service as Fortifications Noncommissioned Officer, Assistant Chief of Staff Engineer, during the period 1 December 1988 to 31 October 1990. Staff Sergeant Doe's enthusiasm and attention to detail in the maintenance of obstacle plans and records for the several thousand targets that make up the Korea Obstacle System was exemplary. Staff Sergeant Doe's demonstrated professional military competence during his participation in many exercises at Command Post Tactical Air, Naval and Ground Operations (CP TANGO) has reflected credit upon this command, the United States of America and the Republic of Korea.