

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 672-2

8 August 2013

Personnel – General

DEFENSE AWARDS AND DECORATIONS PROGRAM

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**\*This regulation supersedes USFK Regulation 672-2, dated 10 August 2011.**

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FOR THE COMMANDING GENERAL:

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**Summary.** The overall goal of the United States Forces Korea (USFK) Defense Awards and Decorations Program is for Joint Organization or Activity (JO/A) commanders or staff principals to recognize, through achievement and end-of-tour awards, personnel who contribute to mission success by demonstrating heroism, by performing a one-time significant act, by consistently carrying out their duties in a meritorious manner, or by making a significant contribution during a joint assignment.

**Summary of Change.**

- Policy for awards submission update - Encrypted email is the preferred method of submitting all awards. Also added policy statements on not submitting Joint Service Commendation Medals or civilian equivalent during theater-level exercises. Clarified that permanent party personnel not in a valid joint billet will be submitted for a service specific award versus a Joint Service award. KATUSAs may be submitted separately for Army certificates of appreciation after the exercise.

- Provided the official USFK J1 email address for joint awards submission at [pacom.yongsan.usfk.list.j1-psd-award@mail.mil](mailto:pacom.yongsan.usfk.list.j1-psd-award@mail.mil) throughout the regulation.
- Updated command guidance for exercise personnel awards.

**Applicability.** This regulation applies to USFK Military Service members and Federal Government civilian personnel who are either in an assigned, attached, or temporary duty (TDY) to the following commands: United Nations Command (UNC); UNC-Rear; Republic of Korea-United States Combined Forces Command (ROK-U.S. CFC); Headquarters (HQ) USFK; Joint United States Military Affairs Group-Korea (JUSMAG-K); Special Operations Command-Korea (SOCKOR); Headquarters, Command Naval Forces Korea (CNFK); Marine Forces, Korea (MARFOR-K); Special U.S. Liaison Activity Korea, (SUSLAK); and National Geospatial Intelligence Agency (NGA). This regulation also applies to any non-governmental personnel contributing to the aforementioned commands.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK, (FKJ1-12), Unit #15237, APO AP 96205-5237, email: [pacom.yongsan.usfk.mbx.j11-workflow@mail.mil](mailto:pacom.yongsan.usfk.mbx.j11-workflow@mail.mil).

**Forms.** USFK forms are available at <http://www.usfk.mil>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Management System website at: <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is USFK Assistant Chief of Staff (ACS) J1, (FKJ1-11). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK J1, (FKJ1-11), Unit 15237, APO AP 96205-5237, email: [pacom.yongsan.usfk.mbx.j11-workflow@mail.mil](mailto:pacom.yongsan.usfk.mbx.j11-workflow@mail.mil).

**Distribution.** Electronic Media Only (EMO).

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

a. This regulation provides policies, eligibility criteria, and procedures on awarding Defense awards and decorations to U.S. Service members, Federal Government civilian personnel and contributing non-governmental individuals, groups and organizations, and other awards for personnel assigned to Joint Organization or Activity (JO/A) and Service awards for Republic of Korea (ROK) General Officer/Flag Officer (GO/FO) military personnel.

b. Additionally, this regulation describes the responsibilities of personnel involved in USFK's Defense awards and decorations process; the categories of Defense awards and decorations; eligibility criteria for Defense awards and decorations; personnel with Defense awards and decorations approval authority; and procedures for preparing and submitting requests for Defense awards and decorations.

#### **1-2. References**

Related publications are listed in [Appendix A](#).

#### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Policy**

a. All U.S. Service members and Federal Government civilian personnel assigned to JO/A and contributing non-governmental personnel shall, through the Defense Awards and Decorations Program, be eligible to receive tangible recognition for acts of heroism, valor, meritorious acts, achievement, service or volunteerism. Request for awards and decorations will be submitted through official channels and processed as outlined in this regulation. Encrypted email is the preferred method of submitting all awards whenever possible and practical. For UNC, CFC, and USFK, award recommendations will be uploaded in the USFK J1 database called the Personnel Information Management System-Korea (PIMS-K).

b. Joint Service Commendation Medals (JSCM) or the civilian equivalent may not be approved for recognition during theater-level exercises (e.g., UFG or KR) see para 1.5d(6)(a).

c. Permanent party personnel not in a valid joint billet may be submitted as an Exception-to-Policy for a Joint Service award. KATUSAs may be submitted separately for Army certificates of appreciation, includes recommendation for exercise related achievement.

d. Defense, not Service, awards are appropriate for military and civilian personnel serving joint tours. Defense award recommendations must be based purely on the service, achievement, and tenure during the joint service tour and not on the Service member's entire career. The entire period of service for which a member is recognized by an award must be honorable. Retirement from active duty does not justify a higher-level award. If a retiring Service member's length of joint terminal assignment or degree of responsibility does not qualify for an appropriate level Defense award, Commanders/Directors will submit the Service award recommendation through their respective Service Component.

e. Exceptions to Policy (ETP). Personnel not permanently assigned to a joint duty activity, or who are assigned under Memorandums of Agreement, are not eligible for Defense decorations or

joint unit awards; however, they may be submitted as an exception to policy (ETP). IAW the Under Secretary of Defense delegation memo dated, 27 Sep 12, the Commander, USFK, is the approval authority for ETP requests for award of the Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM) for Service members under his or her command not serving in designated joint billets, but who perform duties that are inherently joint in nature. This authority may not be further delegated.

## 1-5. Eligibility

a. U.S. Service members and Federal Government civilian personnel who are permanently assigned to USFK JO/A are eligible for awards. Contributing non-governmental individuals, groups or organizations which have provided exceptionally meritorious service of significance to the JO/A are eligible for specific awards. Local National (LN) civilians, contractor personnel, and foreign military are not eligible for joint awards, but may be eligible for Service awards.

(1) U.S. Service members permanently assigned to USFK JO/A are eligible for: (refer to [Appendix B](#) for specific details of each award).

(a) Defense Distinguished Service Medal (DDSM). The DDSM is normally awarded only while assigned to a joint activity to the most senior officers whose duties bring them frequently into direct contact with the Secretary of Defense, the Deputy Secretary of Defense, and other senior government officials. Recommendations, other than for the USFK Commander, will likely be sent back for reconsideration. See Appendix B.

(b) Defense Superior Service Medal (DSSM). The DSSM is a senior United States military decoration of the Department of Defense, awarded to members of the United States Armed Forces who perform "superior meritorious service in a position of significant responsibility." The DSSM should normally be awarded to colonels through major generals. Colonels should be serving in a division chief or higher position of responsibility.

(c) Defense Meritorious Service Medal (DMSM). The DMSM is the third-highest award bestowed upon members of the United States military by the United States Department of Defense. The medal is awarded in the name of the Secretary of Defense to members of the Armed Forces who, while serving in a joint activity, distinguish themselves by non-combat outstanding achievement or meritorious service, but not of a degree to warrant award of the [Defense Superior Service Medal](#). The DMSM should normally be awarded to majors through colonels and senior NCOs (E-7 through E-9).

(d) Joint Service Commendation Medal (JSCM). The Joint Service Commendation Medal is awarded in the name of the Secretary of Defense to members of the Armed Forces who, while assigned to a joint activity, distinguish themselves by outstanding achievement or meritorious service, but not to an extent that would justify award of the Defense Meritorious Service Medal. The JSCM should be the basic award for the truly outstanding action officer up through the grade of major and for exceptional enlisted personnel.

(e) Joint Service Achievement Medal (JSAM). The JSAM shall be awarded only to members of the Armed Forces of the United States below the grade of O-6 and enlisted personnel whose performance has been excellent but not the same level as those deemed to be truly outstanding. The use of this award should not be solely restricted to single instances of excellent performance; i.e., "impact" awards.

(2) Federal Government civilian awards will be based on service, comparable responsibilities, instituting systemic permanent changes and contributions which are commensurate with those of U.S. Service members. Federal Government civilian employees are eligible for awards as outlined in [Appendix C](#).

(a) Chairman, Joint Chiefs of Staff (CJCS)-Joint Distinguished Civilian Service Award (JDCSA).

(b) CJCS-Joint Meritorious Civilian Service Award (JMCSA).

(c) Joint Civilian Service Commendation Award (JCSCA).

(d) Joint Civilian Service Achievement Award (JCSAA).

(3) Contributing non-governmental individuals, groups and organizations are eligible for: (refer to [Appendix D](#) for specific details of each award)

(a) CJCS Award for Distinguished Public Service (DPS).

(b) CJCS Award for Outstanding Public Service (OPS).

(4) Foreign military personnel are not eligible for joint awards and decorations. Individual acts of heroism, extraordinary achievement, or meritorious achievement by foreign military personnel are recognized by U.S. Military Service Departments' awards and decorations. This regulation will address one such award, the Legion of Merit (LOM). (refer to [Appendix E](#) for specific details)

b. Eligibility of U.S. Service members and Federal Government civilian personnel for awards will not be based solely on the rank of the individual. Strong consideration must be given to breadth, scope and impact of an individual's duty performance and accomplishment. Award eligibility will be based on superior and/or meritorious service or outstanding achievement while occupying an authorized joint billet, as reflected on a joint manpower document.

c. Awards may be given as an achievement award for a single act, to recognize overall service at the end of a joint assignment, separation from service (expiration term of service (ETS) or retirement) or posthumously. Specific categories of award recipients are addressed below:

(1) Individual Mobilization Augmentees (IMA).

(a) Individuals designated as IMAs permanently assigned to JO/A are eligible for awards and decorations. Achievement awards for IMAs do not disqualify them for end-of-tour awards provided both are not based on the same accomplishments.

(b) Due to the longer period of assignment of IMAs to JO/A, the following specific considerations are recommended to ensure parity with active duty counterparts for awards. IMAs should be recognized under the following circumstances:

- At the end of an activated period (the entire period of service prior to and including the activated period), or

- After 6 years of service in a joint manpower billet.

(2) Borrowed Military Manpower Personnel (BMM). The JS defines BMM as military personnel borrowed to the JO/A for full time joint duties though not in a joint position. It recognizes that Joint organizations and activities may not be filled to near what the mission requires and the Joint command simply "borrows" military personnel from Services for full time joint duties. Being under the operational control of a JO/A does not constitute award eligibility. U.S. military personnel assigned to local Service component commands, who are subsequently attached to a JO/A for administrative or exercise purposes, are only eligible for joint awards and decorations with an "exception to policy" waiver.

(3) TDY Personnel. In recognition of outstanding achievement, awards may be awarded to U.S. Service members, to include Reserve and Federal Government civilian personnel, in a TDY status with a JO/A. The TDY status is determined by official orders specifying the JO/A as the duty unit.

(a) Service member's TDY achievement is normally recognized by a JSAM and only given to Top Performers (~top 1% of the whole unit). Only under the most unusual circumstances will the DDSM, DSSM, DMSM or JSCM be awarded as impact awards for outstanding TDY achievement.

(b) Federal Government civilian personnel TDY achievement is normally recognized by JCSAA.

(4) Retiring Military Personnel.

(a) The mere fact that an assignment is a joint assignment will not be used as a basis to request or justify a higher level award than the actual service, achievement or tenure in a joint assignment merits. In other words, award recommendations must be based purely on the service, achievement or tenure in a joint service tour and not the individual's entire military career or last 10 years of service.

(b) In those instances where length of a joint terminal assignment, or degree of responsibility, would not qualify an individual for an appropriate level award on retirement, JO/A commanders or staff principals may consider recommending a Service award.

(c) A joint award may be awarded to eligible U.S. Service members upon retirement or separation from service. However, an award recommendation must stand on its own and not take into account previous assignments of the retiring or separating Service member.

(5) Deceased Personnel. Awards may be awarded posthumously. When so awarded, the decoration may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

(6) Exercise Personnel.

(a) To ensure recognition is meaningful, limit the number of nominees who are recommended for Joint Service Achievement Medals or Joint Civilian Service Achievement Awards to "Top Performers." Top Performers can be defined as those members who have truly performed exceptionally to make enduring contributions/improvements and are the top 1% of the unit/section making the award recommendation.

(b) Commander and/or Command Sergeant Major's coins. This form of recognition should be meaningful to the recipient, so limit the number of nominees recommended to

“Outstanding Performers.” Outstanding performers can be defined as a member who performed in an outstanding manner to ensure the UNC/CFC/USFK mission was met during theater-level exercises. Strong consideration should be given to nominees who have never received a Commander and/or Command Sergeant Major’s coin as opposed to those who have.

(c) Directorate coins. This form of recognition should be the standard given to members assigned to a specific directorate for their contributions during exercises for a job well done.

(d) Submission of JSAM, JCSAA, CDR and/or CSM Coins. Follow the applicable Exercise Award Recognition Order to submit nominees for these forms of recognition. Recognition submissions for awards and coins will be fully vetted at the directorate/special staff primary level prior to submission. After the directorate’s vetting process, each directorate/special staff will follow the submission criteria identified in the applicable Exercise Award Recognition Order prior to the suspense date and time. For each of these submissions, the directorate will also need to prioritize their submissions when they upload the data (i.e. name and rank, type of recognition recommended, justification, and priority ranking [1 – x] of nominees per type of recognition with 1 being the best). All supporting documentation, if any, must be uploaded prior to suspense date.

## **1-6. Responsibilities**

(Refer to [Appendix F](#) for a quick reference on the approval authority for each joint award and decoration)

- a. Secretary of Defense (SECDEF). Approval authority for DDSM award.
- b. Chairman of The Joint Chiefs of Staff (CJCS). Approval authority for CJCS Awards for DPS, OPS, JDCSA and JMCSA.
- c. Director, Joint Staff for CJCS. Approval authority for DSSM; and delegated approval on behalf of the Chairman for OPS, and JMCSA.
- d. USFK Commander.
  - (1) Recommend approval, disapproval or downgrade of DDSM; DSSM; CJCS Awards for DPS, OPS, JDCSA, JMCSA; and Foreign Military personnel awards.
  - (2) Approval authority for the DMSM, JSCM, JSAM (to include ETPs), JCSCA and JCSAA.
  - (3) In accordance with (IAW) DoDM 1348.33-V1 and CJCSI 1101.01D, USFK CDR has delegated approval authority, in writing, to JO/A commanders or staff principals in the grade of O-7 or civilian equivalents for DMSM, JSCM, JSAM, JCSCA and JCSAA. (Refer to Appendix G)
  - (4) IAW DoDM 1348.33-V1 and CJCSI 1101.01D, CDR, USFK has delegated approval authority, in writing, to JO/A commanders or staff principals in the grade of O-6 or civilian equivalents for JSAM and JCSAA. (Refer to Appendix G)
- e. USFK Deputy Chief of Staff (DCS). Approval authority for DMSM, JSCM and JCSCA for JO/A Commanders and Staff principals in the grade of O-6 or to a civilian of equivalent rank.
- f. JO/A Commanders and Staff Principals. (Refer to [Appendix G](#))

(1) JO/A commanders or staff principals in the grade of O-7 or civilian equivalents approval authority for DMSM, JSCM, JSAM, JCSCA and JCSAA.

(2) JO/A commanders or staff principals in the grade of O-6 or civilian equivalents approval authority for JSAM and JCSAA except for achievements related to USFK theater-level exercises. The COS retains approval authority for all DMSM, JSCM, JSAM, JCSCA, and JCSAA related awards.

g. USFK Secretary Joint Staff (SJS). Track award packets submitted to SJS for staffing with Command Group. Electronically ([pacom.yongsan.usfk.list.j1-psd-award@mail.mil](mailto:pacom.yongsan.usfk.list.j1-psd-award@mail.mil)) or telephonically (DSN 723-3895/3525/8495) notify the USFK, J1 of approved, disapproved or downgraded award packets.

h. USFK Assistant Chief of Staff, J1 (USFK J1).

(1) Establish and maintain policies and procedures for the Awards and Decorations Program.

(2) Process award nomination package. [Appendix H](#) is a quick reference tool that illustrates the steps for processing joint awards and the Legion of Merit.

(a) Receive award nomination package from USFK joint headquarters staff.

- When nomination package is in compliance with regulatory guidance, prepare USFK staff summary sheet (SSS) and award certificate and submit to appropriate approval authority. See [Appendix G](#) for list of USFK Commander delegated approval authorities.

- When nomination package is not in compliance, work with the nominating official to meet regulatory requirements.

(b) Receive award nomination package back from approval authority.

- Award approved.

- Prepare and submit award elements to appropriate personnel office. (See [Appendix I](#) for list of military and civilian personnel offices).

- Return approved package with copy of permanent order and medal set to nominating official.

- Award downgraded. Coordinate with nominating official and return package to approval authority.

- Award disapproved. Return package to nominating official with reason for disapproval.

(3) Program funding in the USFK J1 annual budget for purchase of military and civilian award certificates, medal sets and presentation folders.

(4) Maintain an electronic awards tracking system and repository for all awards packets submitted to USFK J1. Use a standardized order template for preparing permanent orders and an

electronic orders database for assigning and tracking original order numbers and for assigning and tracking revocation order numbers.

i. Award Nominating Official.

(1) Ensure all eligible, deserving JO/A personnel are recognized with an award.

(2) Establish internal controls to ensure timely preparation of awards and decorations IAW this regulation.

(3) Prepare award nomination package, which includes the joint award nomination memorandum, proposed citation, narrative of accomplishments and a push note when required for ETP submissions. Additionally, a push note from the recommender is required if a member has already received a joint decoration and is being recommended for another decoration during an inclusive period. An example would be if a person receives a JSAM for impact and upon their PCS is being recommended for another joint award. Note that the level of the award may be affected if the Service member receives multiple impact awards during his/her tour. Submit to USFK, J1 for processing, to include those awards where staff principals retain approval authority.

(4) Ensure award presentations are accomplished prior to departure of personnel.

j. Award Recipients. Ensure official personnel records are updated correctly.

## **Chapter 2 Award Procedures**

### **2-1. Award Administration**

a. Approved awards and decorations will be announced with a permanent orders number prepared by USFK J1 and placed for record on the decoration certificate. The orders number is determined using the Julian date followed by a dash and the number of orders completed that day in sequence (e.g. 51-1, for the first order prepared on 20 Feb 13). JO/A commanders or staff principals who have award approval authority will prepare permanent order numbers using their staff designation followed by the Julian date and award number. For example, USFK J2 would prepare an order number such as 255-1 for the same date listed above.

b. All recommendations placed in official channels must be forwarded to the designated authority for approval or disapproval. Intermediate endorsing officials or commanders may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the request decoration. Placement in official channels is defined as "signed by the initiating official and endorsed by a higher official in the chain of command."

c. Nominating officials can pull recommendations prior to approval, if it is found the Service member's entire service during the time of the distinguished act, achievement, or meritorious service has not been honorable.

d. Revoking Awards.

(1) Awards should be revoked if the basis for which it was awarded no longer exists (e.g., the individual's permanent change of station (PCS) assignment was cancelled). No awards shall

be awarded or presented to any individual whose entire service during the time of the distinguished act, achievement, or service has not been honorable.

(2) Any award for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the award. JO/A commanders, staff principals or nominating officials who become aware of any such instances must immediately report the circumstances and make recommendations, in writing, to USFK J1 via email at [pacom.yongsan.usfk.list.j1-psd-award@mail.mil](mailto:pacom.yongsan.usfk.list.j1-psd-award@mail.mil).

(3) USFK J1 will review request to revoke awards and submit a written recommendation to approval authority for final disposition. This should include a legal review by USFK Judge Advocate via email at [usarmy.yongsan.8-army.mbx.administrative-law@mail.mil](mailto:usarmy.yongsan.8-army.mbx.administrative-law@mail.mil).

(4) When a determination has been made that an award should be revoked, the approval authority must notify and direct USFK J1 to revoke the original awarding order. USFK J1 will notify, in writing, the Service member's parent Military service and provide a copy of the revocation order to the applicable Military Personnel Office ([Appendix I](#)). The U.S. Service member will be notified by his/her supervisor.

e. Award Certificates and Decorations. U.S. military personnel, foreign military personnel, Federal Government civilian personnel, and contributing non-governmental individual group or organization are authorized one medal set per award. Each succeeding act, achievement or decoration will be denoted by wearing the appropriate device (denoted by Service) on the suspension and Service ribbon of the medal.

f. Corrections, amendments or changes to approved award certificates, citations and/or orders will only be done for the following reasons: misspelled last, first or middle name or unit of assignment name; or incorrect middle initial, rank/grade, unit of assignment name, Component Service, or inclusive award dates.

g. Replacement of Award Decorations.

(1) Decorations awarded posthumously may be replaced without cost if the previously issued medal, ribbon, or other device for wear with or in place of an individual decoration has been lost, destroyed, or rendered unfit for use through no fault or neglect on the part of the recipient or representative. All other replacement decorations are replaced at cost. Miniatures must be purchased from commercial sources at the expense of the recipient.

(2) Requests for replacement of award decorations shall be submitted IAW the procedures established by the Military services. Award decorations unattainable through normal supply channels may be obtained from Director, Military Personnel, Human Resources Directorate, Washington Headquarters Services, Washington DC 20301-1155.

h. Reconsideration of Recommendations. To request reconsideration of an award disapproved or downgraded, or upgrade of a previously approved decoration the recommending official must submit the request for reconsideration in official channels within one year of the date of the approval authority's decision. A one-time reconsideration by the award authority shall be conclusive.

(1) Recommendations for reconsideration may only be submitted if new, substantive, and material information is furnished. Request for reconsideration must be forwarded through the same channels as the original recommendation. Additional justification for reconsideration must be

in letter format, not to exceed two single-spaced typewritten pages. A copy of the original recommendation packet with all enclosures must be attached.

(2) When the lesser decoration has already been approved and reconsideration is approved, the approval authority must direct, in writing, USFK J1 to revoke the original awarding order of the lesser decoration.

## **2-2. Award Request Preparation Procedures**

### **a. General.**

(1) Awards will be evaluated on the merits of the justification submitted. Award justification must be explained in a narrative enclosure to the award request memorandum.

(2) Request for awards should be initiated by individuals having personal knowledge of the performance or act for which the award is being recommended. The award request memorandum will be prepared and signed by the JO/A commander, staff principal or designated representative in the grade of O-6 and above, or civilian equivalent. If a designated representative is appointed, it must be documented in writing and the documentation must be given to USFK J1 PSD Awards section.

(3) Awards will only be awarded to U.S. military and Federal Government civilian personnel whose entire service during the time of the meritorious act, achievement or service has been honorable.

(4) The number of awards which may be awarded to U.S. Military and Federal Government civilian personnel are not limited; however, only one decoration will be awarded for the same act, achievement or period of service. Awards will not be awarded to any U.S. military or Federal Government civilian personnel for an act, achievement or period of service for which a Service award has been used to recognize the same act, achievement or period of service.

(5) Awards may be presented to recognize a single act of heroism or meritorious achievement. This recognition does not preclude a subsequent award for meritorious act, achievement or period of service. Any subsequent award presented will not refer to acts of heroism or meritorious achievement which have been previously recognized by an award.

(6) Awards authorities may not recommend a duplicate award for the same act or service. That is, if a Service member is assigned to a Joint command, he or she may not receive a Joint award and a Service award for the same period; moreover, a Service member who is retiring may only be recommended for a Service or Defense retirement award, but not both.

(7) Every effort should be taken to submit requests for awards within the time criteria established IAW [Appendix F](#). However, if submission within the timelines is not possible, later submission of award requests will not exceed one year from the completed act, achievement or service. Late submissions of award request must be documented and attached as an enclosure to the award request memorandum.

(8) Requests for awards which are officially placed into the award processing channels within the prescribed time limits, but were not processed because of loss or inadvertence must be resubmitted within 10 working days of locating the original request. Conclusive evidence of the loss or inadvertent failure to process must be submitted with the resubmission. Resubmission documents include resubmission memorandum with the following enclosures: a copy of the

original recommendation or its substantive equivalent; statements, certificates, and/or affidavits corroborating the events or services involved. The individual signing a re-constructed award request packet must be clearly identified in terms of official relationship to the intended recipient at the time of the act, achievement or during the period of service to be recognized.

(9) Requests for award packets received by USFK, J1 which are not in compliance with this regulation or have missing or insufficient justification for late submission will be returned to the nominating official.

(10) Award request may be classified; however, JO/A commanders or staff principals must ensure that classified request is submitted with an unclassified citation. Classified and special category award recommendation requires special handling which could impede processing.

b. Legion of Merit preparation procedures are addressed in [Appendix E](#).

c. Award Nomination Memorandum. Prepare the memorandum using USFK letterhead stationery and typed, using 12 pitch, Times New Roman font. The first page will have one-inch left, right, top and bottom margins. The second page will have one-inch left, right, top and bottom margins (refer to [Appendix J](#) for examples of award nomination memorandums).

(1) Do not enclose documents used to verify award eligibility of U.S. Service members.

(2) The JO/A commander or staff principal must sign DDSM, DSSM, CJCS-JDCS, CJCS-JMCSA, CJCS-DPS, CJCS-OPS and LOM award nomination memorandums. For all other awards, memorandum will be signed by the designated representative in the grade of O-6 and above, or civilian equivalent. All nomination memorandums must be endorsed by either the Director or Deputy, if the first signature is someone other than the Director or Deputy.

(3) The following guidance will be used for determining award inclusive dates:

(a) PCS – The date/month/year of assignment through date/month/year of DEROS.

(b) ETS – The ending date will be date/month/year of separation. When an individual separates, the inclusive dates will cover the period spent assigned to the JO/A including any terminal leave.

(c) Retirement – The ending date will be one day before the date/month/year of retirement. When an individual retires, the inclusive dates will cover the period spent assigned to the JO/A including any terminal leave.

d. Attach the narrative and citation as enclosures to the award nomination memorandum. Nominating official will sign the award nomination memorandum.

(1) Narrative.

(a) The narrative must contain the justification for an award.

- For JSCM and JSAM, the narrative will not exceed one single-spaced, typewritten page.

- For DMSM, the narrative will be at a minimum one full page, but will not exceed two single-spaced, typewritten pages.

- For DDSM and DSSM, the narrative will not exceed three single-spaced, typewritten pages.

(b) The narrative must be typed on 8 1/2 x 11 inch plain bond paper using 12-pitch, Times New Roman font. The top, bottom, left, and right margins must be one inch. Left and right margins will be justified (block format). The page layout will be portrait and not landscape.

(c) Information will be specific, factual and provide concrete examples of exactly what the individual did, how well he/she did it, what the impact or benefits were, and how the accomplishments significantly exceeded expected performance of duty.

(d) Opening and closing sentences will be used for the applicable award category as reflected in [Appendix K](#).

(e) The words referenced by acronyms will be spelled out and then followed by the acronym in parenthesis.

(f) Do not use code names, abbreviations, other than Jr., Sr., II, etc. following an individual's name. For compound grade titles such as lieutenant colonel, first lieutenant, staff sergeant, spell out the complete grade title in the opening sentence, and then U.S. [military branch of Service]; use the short title in the balance of the narrative. For example: Colonel, Lieutenant, or Sergeant.

## (2) Citation.

(a) The citation is a short description of the individual's act, achievement or service. It is specific, factual and devoid of superfluous adjectives and other embellishments. Language should be precise with notable accomplishments emphasized. It shall not contain information which is not included in the narrative.

(b) Citations will not exceed 16 single-spaced typewritten lines.

(c) Type on 8 1/2 x 11 inch plain bond paper using Times New Roman font at 14-pitch bold for the header and 14-pitch standard for the text. The top, bottom, left, and right margins will be one inch. Left and right margins will be justified (block format). The page layout will be portrait and not landscape. Refer to [Appendix L](#) for an example of the citation heading.

(d) Opening and closing sentences will be same as those used in the narrative.

(e) Do not use code names, abbreviations, other than Jr., Sr., II, etc. following an individual's name. For compound grade titles such as lieutenant colonel, first lieutenant, staff sergeant, spell out the complete grade title in the opening sentence, and then U.S. [military branch of Service]; use the short title in the balance of the narrative. For example: Colonel, Lieutenant, or Sergeant.

## (3) Push Note.

(a) A push note is required by the USFK Commander from the directorate primary or deputy in the rank of O-6 or above for all Exception to Policy awards. The push note must state why this Service member is deserving of an Exception to Policy joint award.

(b) A push note is required from the directorate primary or deputy in the rank of O6 or above for all award submissions when a higher-level award is being recommended. For example, a push note is required when submitting an E-6 for a DMSM since that award is normally reserved for those in grades E-7 to E-9.

(c) Push notes may be typed or handwritten on 4 1/4 x 5 1/2 inch directorate letter head. Typed push notes will use Times New Roman font at 12-pitch standard. The top and bottom margins will be one inch, and left and right margins will be half inch justified (block format).

e. Military awards will be uploaded to the Personnel Information Management System Korea (PIMS-K). Under reasonable circumstances which do not permit submittal through PIMS-K, all required documents should be e-mailed to the J1 Awards branch ([pacom.yongsan.usfk.list.j1-psd-award@mail.mil](mailto:pacom.yongsan.usfk.list.j1-psd-award@mail.mil)). All Foreign General officer award documents will be emailed to the J1 Awards branch.

## **Appendix A References**

[DoD Manual, Number 1348.33, vol 1](#) – Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards

[DoD Manual, Number 1348.33, vol 2](#) – Manual of Military Decorations and Awards: DoD Service Awards – Campaign, Expeditionary, and Service Medals.

[DoD Manual, Number 1348.33, vol 3](#) – Manual of Military Decorations and Awards; DoD-Wide Performance and Valor Awards; Foreign Awards; Military Awards to Foreign Personnel and U.S. Public Health Service Officers; and Miscellaneous Information.

[CJCSI 1101.01C](#), Chairman of the Joint Chiefs of Staff Military and Civilian Awards Program,

The Under Secretary of Defense, Delegation of Exception to Policy Authority for Defense/Joint awards, dated 27 September 2012

[AR 600-8-22](#), Military Awards

[AR 25-400-2](#), The Army Records Information Management System (ARIMS)

## **Appendix B**

### **Joint Awards and Decorations for U.S. Service Members**

#### **B-1. Defense Distinguished Service Medal (DDSM)**

Authorized by Executive Order 11545, "Establishing the Defense Distinguished Service Medal," July 9, 1970.

a. The DDSM, as the highest Defense decoration, shall only be awarded by the Secretary of Defense. Under no circumstances may the awarding authority be delegated.

b. The DDSM shall only be awarded to officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government. Only under the most unusual circumstances will the DDSM be awarded as an impact award for outstanding TDY achievement. The DDSM is specifically intended to recognize exceptionally distinguished service and to honor an individual's accomplishments over a sustained period.

(1) Normally, such broad responsibilities shall be held by only the most senior officers whose duties bring them into direct and frequent contact with the Secretary of Defense and other senior officials within the Government. Examples of such positions are the CJCS; the Chiefs and the Vice Chiefs of the Military Services, including the Commandant and the Assistant Commandant of the Marine Corps; and the COCOMs and the Deputy COCOMs of the Unified Combatant Commands.

(2) The DDSM may also be awarded to other senior officers who serve in positions of great responsibility, or to an officer whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities.

#### **B-2. Defense Superior Service Medal (DSSM)**

Authorized by Executive Order 11904, "Establishing the Defense Superior Service Medal," February 6, 1976.

a. The DSSM, as the second highest Defense decoration, shall only be awarded by the Secretary of Defense. The Director, Joint Staff, for the CJCS has been delegated approval or disapproval authority for Service members assigned to Joint Staff, and those Service members assigned to Joint organization. That authority may not be delegated further.

b. The DSSM shall be awarded only to members of the Armed Forces of the United States who render superior meritorious service in a position of significant responsibility. Only under the most unusual circumstances will DSSM be awarded as an impact award for outstanding TDY achievement. The DSSM is specifically intended to recognize exceptionally superior service and to honor an individual's accomplishments over a sustained period.

#### **B-3. Defense Meritorious Service Medal (DMSM)**

Authorized by Executive Order 12019, "Establishing the Defense Meritorious Service Medal," November 3, 1977.

a. The DMSM shall be awarded in the name of the Secretary of Defense. Authority to award the DMSM has been delegated to the Commander, U.S. Forces Korea, for U.S. Service members assigned to their headquarters or joint activities reporting directly to the command. IAW DoDM

1348.33-V1, CDR, USFK, has delegated this authority, in writing, to the Deputy Commander or Chief of Staff.

b. The DMSM shall only be awarded to members of the Armed Forces of the United States who distinguished themselves by noncombat meritorious achievement or service. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period.

**B-4. Joint Service Commendation Medal (JSCM)**

Authorized by the Secretary of Defense, June 25, 1963.

a. The JSCM shall be awarded in the name of the Secretary of Defense. Authority to award the JSCM has been delegated to the Commander, U.S. Forces Korea, for U.S. Service members assigned to their headquarters or joint activities reporting directly to the command. IAW DoDM 1348.33-V1, CDR, USFK, has delegated this authority, in writing, to JO/A commanders or staff principals in the grade of O-7 or civilian equivalents.

b. The JSCM shall be awarded only to members of the Armed Forces of the United States who distinguished themselves by meritorious achievement or service.

c. The JSCM may be awarded as an impact award for outstanding TDY achievement, superior duty performance and significant accomplishment. Requests for the JSCM as an impact award must have an extremely strong justification.

**B-5. Joint Service Achievement Medal (JSAM)**

Authorized by the Secretary of Defense, August 3, 1983.

a. The JSAM shall be awarded in the name of the Secretary of Defense. Authority to award the JSAM has been delegated to the Commander, U.S. Forces Korea, for U.S. Service members assigned to their respective commands or Agencies, as reflected in joint manpower documents. IAW DoDM 1348.33-V1, CDR, USFK has delegated this authority, in writing, to JO/A commanders or staff principals in the grade of O-6 or to a civilian of equivalent rank.

b. The JSAM shall be awarded only to members of the Armed Forces of the United States below the grade of O-6 who distinguished themselves by outstanding performance of duty and meritorious achievement.

c. The JSAM may be used as an achievement award for single instances of excellence performance and for outstanding TDY achievement, superior duty performance and significant accomplishment. The JSAM award should not be restricted to being solely used as an achievement award.

## **Appendix C**

### **Joint Awards and Decorations for U.S. Federal Government Civilians**

#### **C-1. CJCS Joint Distinguished Civilian Service (JDCSA) Award**

a. The CJCS-JDCS is the highest-ranking CJCS civilian service award under the approval authority of the Chairman. It consists of a gold medal, lapel pin, citation and certificate signed by the Chairman.

b. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, and joint organizations reporting to or through the Chairman or another Federal Government employee designated by the Chairman for service that far exceeds the contributions and service of others with comparable responsibilities and whose contributions are of significantly broad scope.

c. An employee can receive this award only once.

d. Receipt of this award may be the basis for nominating an employee for other recognition; such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecDef award for the same service.

#### **C-2. CJCS Joint Meritorious Civilian Service (JMCSA) Award**

a. The CJCS-JMCSA is the second highest-ranking CJCS civilian service award under the approval authority of the Chairman. It consists of a silver medal, lapel pin, citation and certificate signed by the Chairman Staff.

b. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or another Federal Government employee designated by the Chairman who has provided exceptionally meritorious service of major significance to the Department of Defense but less in scope or impact than is required for award of CJCS JDCSA.

c. Receipt of this award may be the basis for nominating an employee for other recognition; such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecDef award for the same service.

#### **C-3. Joint Civilian Service Commendation Award (JCSCA)**

a. The JCSCA is the highest-ranking joint civilian service award under the approval authority of the Commander, U.S. Forces Korea. IAW CJCSI 1101.01D, CDR, USFK has delegated this authority, in writing, to JO/A commanders or staff principals in the grade of O-7 or civilian equivalents. It consists of a medal, lapel pin, citation and certificate signed by the approval authority.

b. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or another Federal Government employee designated by the combatant commander or his designated approving authority who has provided commendable service and/or achievement of major significance to the Department of Defense, but less in scope or impact than is required for award of CJCS JMCSA.

c. Receipt of this award may be the basis for nominating an employee for other recognition; such as for outstanding performance, but an individual cannot receive a Joint Service, CJCS and a SecDef award for the same service.

#### **C-4. Joint Civilian Service Achievement (JCSAA) Award**

a. The JCSAA is the second highest-ranking joint civilian service award under the approval authority of the Commander, U.S. Forces Korea. IAW CJCSI 1101.01D, CDR, USFK has delegated this authority, in writing, to JO/A commanders or staff principals in the grade of O-6 or civilian equivalents. It consists of a medal, lapel pin, citation and certificate signed by the approval authority.

b. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or another Federal Government employee designated by the combatant commander or his designated approving authority who has provided commendable service and/or achievement of major significance to the Department of Defense, but less in scope or impact than is required for award of JCSCA.

c. Receipt of this award may be the basis for nominating an employee for other recognition; such as for outstanding performance, but an individual cannot receive a Joint Service, CJCS and a SecDef award for the same service.

## **Appendix D**

### **Joint Awards and Decorations for Non-Governmental Individuals, Groups and Organizations**

#### **D-1. CJCS Award For Distinguished Public Service (DPS)**

a. The CJCS award for DPS is the highest honorary public service award within the Chairman's approval authority. It consists of a gold medal, lapel pin, citation and certificate signed by the Chairman.

b. This award recognizes non-governmental individuals, groups, or organizations who have contributed exceptionally meritorious service of significance to the Department of Defense, Joint Staff, combatant commands or organizations that report to or through the Chairman. The contributing non-governmental individual, group, or organization may not derive their principal livelihood from U.S. Government employment and must have rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship and a sense of public responsibility.

#### **D-2. CJCS Award For Outstanding Public Service (OPS)**

a. The CJCS award for OPS is the second highest honorary public service award under the approval authority of the Chairman. It consists of a silver medal, lapel pin, citation and certificate signed by the Chairman.

b. This award recognizes non-governmental individuals, groups, or organizations who have contributed exceptionally meritorious service of significance to the Department of Defense, Joint Staff, combatant commands or organizations that report to or through the Chairman. The contributing non-governmental individual, group, or organization may not derive their principal livelihood from U.S. Government employment and must have rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship and a sense of public responsibility. Contributions must be of a significant level but less in scope or impact than is required for award of the CJCS award for DPS.

## **Appendix E**

### **Awards and Decorations for Foreign Military Personnel - Legion Of Merit**

**E-1.** The commander's policy is to recognize individual acts of heroism, extraordinary achievement or meritorious achievement or service on the part of Service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful completion of a military campaign by Armed Forces of the United States. Such acts or achievements will be recognized through the award of an individual U.S. military decoration.

**E-2.** This regulation will address one such award - Legion of Merit (LOM). The Legion of Merit, in the degrees listed in table E-1 below, may be awarded to foreign military personnel, to include foreign general officers, who distinguish themselves by "exceptional meritorious conduct in performance of outstanding service" to the United States.

a. When recommending a degree higher than the Legionnaire, include a statement to explain the basis for recommending that degree.

b. A second or succeeding award to the same person will be in the same degree or in a higher degree than the previous award. A medal will be presented for each award.

c. The award request packet must reach the Executive Services Directorate, Correspondence Management Division (CMD) within six months of the period of service for which the award is being recommended to ensure coordination with the Department of State (DoS). On clearance by that office, the recommendation shall be forwarded to the Office of the Secretary of Defense (OSD) for appropriate action. Awards submissions which exceed the specified six months require a full written explanation and must accompany the award request memorandum as an enclosure.

d. Once the award is approved, unnecessary security or administrative processing should be avoided to ensure prompt recognition is given to the intended recipient. Additionally, scheduling of presentation ceremonies and public announcements regarding individual awards shall be avoided until approval of the award is granted.

e. SCJS on behalf of the USFK Commander shall make necessary arrangements, coordinating with the appropriate Ambassador or U.S. Defense Attaché, for award presentation.

f. A miniature medal must be included in the award package that is presented to the individual.

**Table E-1  
Degree of the Legion of Merit**

<b>Degrees of the Legion of Merit</b>	<b>Awarded Authority</b>
Degree of Chief Commander	Awarded by the President of the United States, upon recommendation of the Secretary of Defense, after concurrence by the Secretary of State, to foreign chiefs of state or heads of government
Degree of Commander	Awarded by the Secretary of Defense, after concurrence by the Secretary of State, to individuals holding a rank equivalent to a U.S. Military Service Chief of Staff, or higher position, but not to chiefs of state.
Degree of Officer	Awarded by the Secretary of Defense, after concurrence by the Secretary of State, to individuals of the following rank or position: Officers of general or flag rank (grade of O-7 or above) serving in positions below the equivalent of a U.S. Military Service Chief of Staff, officers in ranks (Colonel or Captain) equivalent to grade O-6, for service in positions comparable to those normally held by general or flag officers (grade of O-7 or above) in the U.S. Armed Forces, and foreign military attachés.
Degree of Legionnaire	Awarded by the Secretary of Defense, after concurrence by the Secretary of State, to all other eligible foreign members of the armed service

**E-3.** The preparation procedures outlined below apply to Legion of Merit for foreign military personnel, IAW DoDM 1348.33-V3.

a. JO/A commands or staff must assemble award packets containing: DA Form 638, narrative justification, proposed citation, and the officer's biography. Submit the award packet to USFK, J1 PSD, Awards Branch. Award packets should be submitted no earlier than eight months, but no later than six months, prior to the end date on the award, in order to meet OSD timelines while still allowing the commander to recognize these officers prior to their departure.

(1) DA Form 638: signed (electronically or hand signed) by the recommender and the staff director or subcomponent commander, through the USFK Chief of Staff or Deputy Commander and the Commander as intermediate authorities.

(2) Narrative justification: Narrative should be prepared on 8 1/2 by 11-inch bond paper, with one inch top, bottom, left and right margins, typed single-spaced, 12-pitch Times New Roman font.

(3) Proposed citation will be prepared on 8 1/2 by 11-inch bond paper, with one inch top, bottom, left and right margins, typed single-spaced, and 12-pitch Times New Roman font. Ensure citation includes at least 2-3 substantive accomplishments (ideally, 3-4).

(4) Officer's biography, to include: Name, Rank, Service, Title/ Position, Citizenship, Date and Place of Birth, Foreign Identification Number, and Family Information (marital status and number of children).

(5) Late letter: Late letters are required for any nomination submitted within six months of the officer's departure. It will be prepared in memorandum format and must clearly detail the reasons for late submission. Late letters will be signed by directorate primaries or their deputies in the rank of O6 or above.

b. USFK J1 PSD will:

(1) Submit the award packet for all pertinent background checks to include the Law Enforcement check (Attachment 1), as well as the Defense Intelligence Agency (DIA) and US Army Central Personnel Security Clearance Facility (CCF) for review and for biographic file checks. This is to ensure the foreign military nominee has not committed any acts or engaged in any activity wherein the award of a U.S. decoration would cause embarrassment to the United States. DIA and CCF will issue a written statement of concurrence or non-concurrence and forward the packet to the applicable Service for approval consideration.

(2) Prepare the memorandum and executive summary for the USFK Commander's approval. The USFK Commander signs the memorandum and executive summary, the DA Form 638, and the certificate.

(3) Upon receipt of all background checks, the complete awards packet will be submitted to the host nation's Embassy for concurrence by the Defense Attaché and the US Ambassador before submission to the Office of the Secretary of Defense (OSD). The complete packet consists of the award nomination memorandum and executive summary signed by the Commanding General, the DA Form 638 (signed by the recommender and the staff director or subcomponent commander through the USFK Chief of Staff or Deputy Commander and the Commander as intermediate authorities), narrative, proposed citation, officer's biography and background checks.

c. Approved award packets are returned through command channels to the USFK J1.

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### **Foreign Officer Awards Process**

- **Products completed by Staff:**
  - ✓ [DA Form 638](#)
  - ✓ Narrative
  - ✓ Citation
  - ✓ Officer's Biography
  
- **Process completed by J1 PSD Awards Branch – Total 150 days**

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### **Figure E-1. Foreign Officer Awards Process**

J1 Award Clerks will compile the LOM packet. Request memoranda for background checks will be sent to the Provost Marshal Office (PMO), Defense Intelligence Agency (DIA), and Central Clearance Facility (CCF). Security check approvals normally take between four to six weeks. J1 will continue to process the award recommendation (i.e. administrative corrections and staffing the package minus the background checks through the chain of command). Once the USFK Commander signs the recommendation memo, the executive memo, the DA Form 638, and the LOM certificate, the packet is forwarded to the US Embassy for the Defense Attache and Ambassador's concurrence. The US Embassy requires all of the background checks approved and included in the package. The US Embassy concurrence normally takes four to six weeks. Once approved by the US Embassy, the final packet is sent to the Pentagon LNO for submission to OSD and final approval. OSD requires four to six weeks for processing.

**Appendix F**  
**Approval Authorities and Submission Timelines**

<b>U.S. MILITARY JOINT AWARDS</b>				
<b>JOINT AWARDS</b>	<b>DOD Policy Approval Authority</b>	<b>USFK Policy Approval Authority</b>	<b>AWARD SUBMISSION TO USFK, J1 TIMELINE</b>	
Defense Distinguished Service Medal (DDSM)	Secretary of Defense	same as DOD	150 days prior to award presentation date	
Defense Superior Service Medal (DSSM)	Director, Joint Staff for CJCS	same as DOD	150 days prior to award presentation date	
Defense Meritorious Service Medal (DMSM)	USFK CDR Authority may be delegated (in writing) to O-7 or civilian equivalents occupying established command or staff positions	(See <a href="#">Appendix G</a> )	60 days prior to award presentation date	
Joint Service Commendation Medal (JSCM)	USFK CDR Authority may be delegated (in writing) to O-7 or civilian equivalents occupying established command or staff positions	(See <a href="#">Appendix G</a> )	60 days prior to award presentation date	
Joint Service Achievement Medal (JSAM)	USFK CDR Authority may be delegated (in writing) to O-6 or civilian equivalents occupying established command or staff positions	(See <a href="#">Appendix G</a> ) except for theater-level exercise; Deputy Chief of Staff	60 days prior to award presentation date	
<b>AWARD EXCEPTION TO POLICY</b>				
Defense Distinguished Service Medal (DDSM)	Secretary of Defense	Director, Joint Staff for CJCS	same as DOD	150 days prior to award presentation date
Defense Superior Service Medal (DSSM)	Director, Joint Staff for CJCS	Director, Joint Staff for CJCS	same as DOD	150 days prior to award presentation date

Defense Meritorious Service Medal (DMSM)	USFK CDR	Director, Joint Staff for CJCS	same as DOD	60 days prior to award presentation date
Joint Service Commendation Medal (JSCM)	USFK CDR	USFK Dep Cdr or USFK Chief of Staff	same as DOD	60 days prior to award presentation date
Joint Service Achievement Medal (JSAM)	USFK CDR	USFK Dep Cdr or USFK Chief of Staff	same as DOD	60 days prior to award presentation date

<b>U.S. CIVILIAN JOINT AWARDS</b>			
<b>JOINT AWARDS</b>	<b>DOD Policy Approval Authority</b>	<b>USFK Policy Approval Authority</b>	<b>AWARD SUBMISSION TIMELINE</b>
CJCS Award for Distinguished Public Service (CJCS for DPS)	Chairman, JCS	same as DOD	120 days prior to award presentation date
CJCS Award for Outstanding Public Service (CJCS for OPS)	Chairman, JCS	same as DOD	120 days prior to award presentation date
CJCS Joint Distinguished Civilian Service Award (CJCS JDCSA)	Chairman, JCS	same as DOD	120 days prior to award presentation date
CJCS Joint Meritorious Civilian Service Award (CJCS JMCSA)	Chairman, JCS	same as DOD	120 days prior to award presentation date
Joint Civilian Service Commendation Award (JCSCA)	USFK CDR Authority may be delegated (in writing) to O-7 or civilian equivalents occupying established command or staff positions	USFK Staff Principal O-7 or civilian equivalents (See <a href="#">Appendix G</a> )	60 days prior to award presentation date
Joint Civilian Service Achievement Award (JCSAA)	USFK CDR Authority may be delegated (in writing) to O-6 or civilian equivalents occupying established command or staff positions	USFK Staff Principal O-6 or civilian equivalents (See <a href="#">Appendix G</a> ) except for theater-level exercises; Chief of Staff	60 days prior to award presentation date

## **Appendix G**

### **USFK Commander Delegated Approval Authorities**

**G-1.** U.S. Military officers in grade O-6, or civilian equivalent, serving as commanders or staff principals in the positions listed below may be delegated awarding authority by the USFK Commander to serve as the Awarding Authority for Joint Service Achievement Medals (JSAM) to U.S. Service members and Joint Civilian Service Achievement Awards (JCSAA) to Federal Government civilian personnel (assigned, attached, or TDY). Except for achievements during theater-level exercises. The Deputy Chief of Staff is the approval authority for all theater-level exercise awards.

a. Staff principals or Deputies in the rank of O-6 or civilian equivalent (GS-15) within HQ UNC/CFC/USFK as indicated below:

- (1) Secretary Combined Joint Staff (SCJS).
- (2) USFK J1, J2, J3, J4, J5, J6, and J8.
- (3) Command Chaplain.
- (4) Public Affairs Officer.
- (5) Judge Advocate.
- (6) Provost Marshal.
- (7) Inspector General.
- (8) USFK Transformation and Restationing Office.
- (9) Secretary, UNC Military Armistice Commission (UNCMAC).

b. Commander, SOCKOR.

c. The Chief of Staff (COS), UNC/USFK, for all recommendations pertaining to individuals in their respective HQ whose staff principal has not been delegated approval authority.

**G-2.** U.S. Military officers in the grade of O-7, or civilian equivalent, serving as commanders or staff principals in the positions listed below are delegated awarding authority by the USFK Commander to serve as the Awarding Authority for the Joint Service Commendation Medal (JSCM) to U.S. Service members and Joint Civilian Service Commendation Award (JCSCA) to Federal Government civilian personnel (assigned, attached, or TDY).

a. USFK J2, J3, J4, J5, and J8.

b. Commander, SOCKOR.

c. The Deputy Chief of Staff (DCOS), UNC/USFK, for all recommendations pertaining to individuals in their respective HQ whose staff principal has not been delegated approval authority.

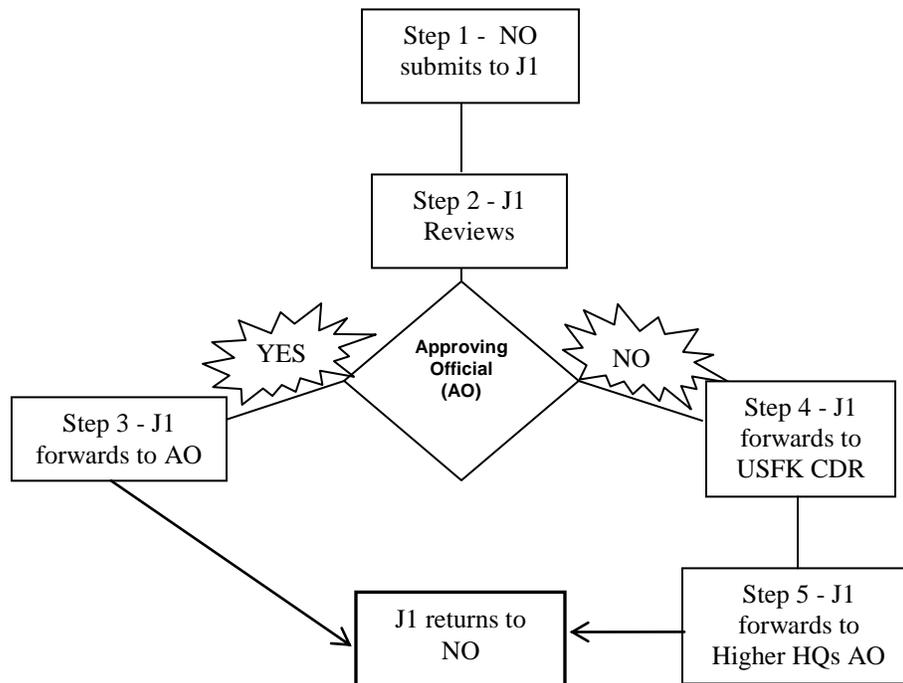
**G-3.** U.S. Military officers in the grade of O-7, or civilian equivalent, serving as commanders or staff principals in the positions listed below are delegated awarding authority by the USFK

Commander to serve as the Awarding Authority for the Defense Meritorious Service Medal (DMSM) to U.S. Service members (assigned, attached, or TDY).

- a. USFK CoS
- b. USFK DCOS
- c. Commander, SOCKOR
- d. The DCOS, UNC/USFK, for all recommendations pertaining to individuals in their respective HQ whose staff principal has not been delegated approval authority.

## Appendix H Award Process Chart

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**Figure H-1. Joint Award Process Chart**

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**H-1.** Step 1. Nominating official (NO) submits joint award to J1.

**H-2.** Step 2. J1 reviews submission:

- a. IAW DOD/USFK guidance: J1 prepares supporting documentation and forwards package.
- b. Not IAW DOD/USFK guidance: J1 coordinates with NO to resolve.

**Note: USFK is not the approving official, go to Step 4.**

**H-3.** Step 3. USFK is the AO, J1 prepares and submits certificate with permanent orders number to approving official (AO). AO:

- a. Approves award: J1 returns approved award package to NO.
- b. Downgrades award: J1 coordinates with NO to resolve and returns package to AO.
- c. Disapproves award: J1 returns package to NO, explains reason for disapproval, and procedures for reconsideration.

**H-4.** Step 4. USFK is not the AO, J1 submit package to USFK CDR for signature.

- a. CDR signs recommendation: J1 submits recommendation package to higher headquarters.
- b. Downgrades award: J1 coordinates with NO to resolve and returns package to USFK CDR for signature.
- c. Disapproves award: J1 returns package to NO, explains reason for disapproval, and procedures for reconsideration.

**H-5.** Step 5. USFK is not the AO and USFK CDR signed recommendation, J1 forwards package to Higher Headquarters.

- a. Approves award: J1 returns approved award package to NO.
- b. Downgrades award: J1 coordinates with USFK CDR and NO, returns package to AO.
- c. Disapproves award: J1 returns package to NO, explains reason for disapproval, and procedures for reconsideration.

**Appendix I**  
**Military Personnel Office and Civilian Personnel Office**

**I-1. Military Personnel Offices (MPO)**

a. ARMY

(1) Active Officer:

USA, Soldier Record Data Center  
ATTN: AHRC-PDR  
200 Stovall Street  
Alexandria, VA 22332-0444

(2) Active Enlisted:

USA, Record Data Center  
ATTN: AHRC-EF  
8899 East 56th Street  
Indianapolis, IN 46249-5301

b. AIR FORCE (Officer and Enlisted):

HQ AFPC/DPPBR  
550 C Street West  
Randolph AFB, TX 78150-4707

c. NAVY (Officer and Enlisted):

NAVY PERSONNEL COMMAND  
PERS-312  
5720 Integrity Drive  
Millington, TN 38055-3120

d. MARINE CORPS (Officer and Enlisted):

HQ, U.S. Marine Corps  
Manpower & Reserve Affairs (MMMA)  
38020 Russell Road  
Quantico, VA 22134-5103

**I-2. Federal Government Civilian Personnel Offices (CPO)**

Area II CPAC, Bldg 4314  
ATTN: L/MER Division, Room 401  
Yongsan South Post, APO AP 96205

**Appendix J**  
**Examples of Award Nomination Memorandums**

**J-1.** Joint military award nomination sample memorandums may be accessed by the following link: <https://8army.korea.army.mil/sites/USFK/j1/psd/default.aspx>. (Must have CAC card to access J1 Portal)

**J-2.** Joint civilian award nomination sample memorandums may be accessed by the following link: <https://8army.korea.army.mil/sites/USFK/j1/mno/default.aspx>. (Must have CAC card to access J1 Portal)

**Appendix K  
Sample Narrative**

Joint military award sample narratives may also be accessed by the following link:  
<https://8army.korea.army.mil/sites/USFK/j1/psd/default.aspx>

**K-1. Heading Instructions**

a. The information in each line of the heading will be centered starting one inch down from the top of the page. Typed in bold capitalized letters, Times New Roman, 12-pitch:

**NARRATIVE  
NAME OF THE AWARD  
FOR  
JOE S. DOE**

**K-2.** The body of the narrative will begin two spaces below award recipient's name. Below are the opening and closing lines for joint awards:

**JOINT MILITARY AWARDS:**

***OPENING SENTENCE: DDSM***

General Anthony J. Jones, United States Army, distinguished himself by exceptionally distinguished service as (duty assignment) OR (while assigned to office) from (month year) to (month year).

***OPENING SENTENCE: DSSM***

Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment) OR (while assigned to office) from (month year) to (month year).

***OPENING SENTENCE: DMSM, JSCM, JSAM***

Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) OR (while assigned to office) from (month year) to (month year).

***NARRATIVE DESCRIPTION: DDSM, DSSM***

During this period, the outstanding leadership and ceaseless efforts of General Jones resulted in major contributions to national security of the United States.

***NARRATIVE DESCRIPTION: DMSM, JCSM, JSAM***

During this period, the outstanding professional skill, leadership, and ceaseless efforts of Major Jones resulted in major contributions to the effectiveness and success of various nationally critical programs.

OR

During this period, Commander Jones' outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problems areas in the field of ( ) and in developing and implementing research projects capable of solving these problems.

OR

Sergeant Jones demonstrated outstanding professional skill, knowledge, and inter-service leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

***CLOSING SENTENCES: DDSM, DSSM, DMSM, JCSM***

(Impact/PCS Award)

The distinctive accomplishments of General Jones reflect great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of General Jones culminated a ("long and" – for members with more than 30 years of service) distinguished career in the service of his country and reflect great credit upon himself, and the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

***CLOSING SENTENCE: JSAM***

The distinctive accomplishments of Sergeant Jones reflect credit upon himself, the United States Army, and the Department of Defense.

**JOINT U.S. CIVILIAN EMPLOYEE AWARDS:**

***OPENING SENTENCE: JDCSA, JMCSA, JCSCA, JCSAA***

Mrs. Janet E. Doe distinguished herself by exceptionally meritorious civilian service while serving as Chief, Manpower and Organization Division, Assistant Chief of Staff, C/J1, United Nations Command (UNC)/Combined Forces Command (CFC)/United States Forces Korea (USFK) from 4 May 20XX to 11 June 20XX.

**CLOSING SENTENCES: JDCSA, JMCSA, JCSCA, JCSAA**

The distinctive accomplishments of Mrs. Janet E. Doe reflects great credit upon herself, the United States Forces Korea, and the Department of Defense.

**JOINT U.S. PUBLIC SERVICE AWARDS:**

***OPENING SENTENCE for CJCS for DPS***

For distinguished public service in recognition of extraordinary contributions to the Department of Defense from 10 December 20XX to 10 December 20XX, Mrs. Janet E. Doe is presented the Chief of the Joint Chiefs of Staff Award for Distinguished Public Service.

***OPENING SENTENCE for CJCS for OPS***

For outstanding public service in recognition of extraordinary contributions to the Department of Defense from 10 December 20XX to 10 December 20XX, Mrs. Janet E. Doe is presented the Chief of the Joint Chiefs of Staff Award for Outstanding Public Service.

**CLOSING SENTENCES**

**Individual**

The singularly distinctive accomplishments of Mrs. Janet E. Doe reflect great credit upon herself, United States Forces Korea, and the Department of Defense.

**Group**

The distinctive accomplishments of the USAG-Y Chapter of Boy Scouts reflect great credit upon this group, United States Forces Korea, and the Department of Defense.

**Organization**

The distinctive accomplishments of Masonic Lodge Number 33, Seoul, Republic of Korea, reflect great credit upon this organization, United States Forces Korea, and the Department of Defense.

**Appendix L**  
**Sample Citations**

Joint military award sample citations may also be accessed at the following link:  
<https://8army.korea.army.mil/sites/USFK/j1/psd/default.aspx>

**L-1.** The information in each line of the heading will be centered starting one inch down from the top of the page. Typed in bold capitalized letters, Times New Roman, 14-pitch:

**CITATION TO ACCOMPANY THE AWARD OF**  
**NAME OF THE AWARD**  
**TO**  
**JOE S. DOE**

**L-2.** The body of the citation will begin two spaces below award recipient's name. Opening and closing sentences will be same as those used in the narrative.

Appendix M

Sample Completed DA Form 638, Recommendation for Award (Page1)

RECOMMENDATION FOR AWARD			
<small>For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.</small>			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO Office of the Secretary of Defense Washington DC 20301-1000		2. FROM Personnel Services Division APO AP 96205	
3. DATE (YYYYMMDD)			
PART I - SOLDIER DATA			
4. NAME (Last, First, Middle Initial) CHOI, JONG IL		5. RANK MG	6. SSN 000-00-0000
7. ORGANIZATION DEPUTY ASSISTANT CHIEF OF STAFF, C3, CFC APO AP 96205		8. PREVIOUS AWARDS MSM-1	
9. BRANCH OF SERVICE ROK ARMY KID:		10. RECOMMENDED AWARD LM	11. PERIOD OF AWARD
		a. FROM 20090428	b. TO 20100427
12. REASON FOR AWARD			
12a. INDICATE REASON PCS	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
			13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20100428
PART II - RECOMMENDER DATA			
14. NAME (Last, First, Middle Initial)		15. ADDRESS ACofS, CJ3 APO AP 96205	
16. TITLE/POSITION DEPUTY ACofS, CJ3	17. RANK COL		
18. RELATIONSHIP TO AWARDEE DEPUTY ACofS, CJ3		19. SIGNATURE	
PART III - JUSTIFICATION AND CITATION DATA <small>(Use specific bullet examples of meritorious acts or service)</small>			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 SEE ATTACHED NARRATIVE			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION SEE ATTACHED CITATION			

Sample Completed DA Form 638, Recommendation for Award (Page 2)

NAME (Last, First, Middle Initial) CHOI, JONG IL		SSN 000-00-0000	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. <b>INTERMEDIATE AUTHORITY</b>	a. TO CDR, EIGHTH US ARMY APO AP 96205	b. FROM Assistant Chief of Staff, CJ3 APO AP 96205	c. DATE (YYYYMMDD)
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
My strongest endorsement - MG Choi is a tremendous asset of the ROK-US Alliance.			
24. <b>INTERMEDIATE AUTHORITY</b>	a. TO CDR, UNC/CFC/USFK APO AP 96205	b. FROM CDR, EIGHTH US ARMY APO AP 96205	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. <b>INTERMEDIATE AUTHORITY</b>	a. TO Office of Secretary of Defense, Washington DC 20301-1000	b. FROM CDR, USFK APO AP 96205	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. <b>APPROVAL AUTHORITY</b>	a. TO ORDERS ISSUING AUTHORITY	b. FROM	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

**Appendix N  
Typical Award Nominations**

<b>Joint Award</b>	<b>Grade(s)</b>
Defense Distinguished Service Medal (DDSM)	O-10.
Defense Superior Service Medal (DSSM)	O-7 through O-9, and O-6s serving in a division chief or high position.
Defense Meritorious Service Medal (DMSM)	O-4 through O-5 and E-7 through E-9.
Joint Service Commendation Medal (JSCM)	O-1 through O-3 and exceptional enlisted personnel.
Joint Service Achievement Medal (JSAM)	Officers below O-6 and enlisted personnel whose performance is excellent but not deemed truly outstanding.

## **Glossary**

### **Section I. Abbreviations**

AO	Approving Official
CFC	Combined Forces Command
CJCS	Chairman of the Joint Chiefs of Staff
COS	Chief of Staff
DDSM	Defense Distinguished Service Medal
DEROS	Date Eligible to Return from Overseas
DIA	Defense Intelligence Agency
DOD	Department of Defense
DOS	Department of State
DMSM	Defense Meritorious Service Medal
DPS	Distinguished Public Service
DSSM	Defense Superior Service Medal
eJMAPS	Electronic Joint Manpower and Personnel System
ETS	Expiration of term of service
HQ	Headquarters
IAW	In Accordance With
IMA(s)	Individual Mobilization Augmentee(s)
JCSAA	Joint Civilian Service Achievement Award
JCSCA	Joint Civilian Service Commendation Award
JDCSA	Joint Distinguished Civilian Service Award
JMCSA	Joint Meritorious Civilian Service Award
JO/A	Joint Organization or Activity
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal

LOM	Legion of Merit
NO	Nominating Official
OPS	Outstanding Public Service
OSD	Office of the Secretary of Defense
PCS	Permanent Change of Station
PSD	Personnel Services Division
ROK	Republic of Korea
ROK-U.S.	Republic of Korea – United States
SCJS	Secretary Combined Joint Staff
SecDef	Secretary Of Defense
SOCKOR	Special Operations Command-Korea
TDY	Temporary Duty
UNC	United Nations Command
U.S.	United States
USFK	United States Forces Korea

## Section II. Terms

**Decoration.** Distinctively designed mark of honor denoting heroism or meritorious / outstanding service / achievement for individuals and units.

**Distinguished himself or herself by.** A person to have distinguished himself or herself must, by praiseworthy accomplishment, be set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for individuals of like rank and experience for the circumstances involved.

**Joint.** The term “joint” connotes activities, operations or organizations in which elements of more than one military service, as reflected in Joint Manpower Program (JMP) or the Joint Duty Assignment List (JDAL), perform joint missions under the auspices of the Chairman of the Joint Chief of Staff (CJCS) or the commander of a Unified, Combined or Combatant Command. Support elements of such organizations composed of one military service are not considered elements of a JO/A, nor are they eligible for joint awards and decorations.

**Medal.** A term used to includes the three categories of awards, namely: decorations, Good Conduct Medal, and service medals. Also refers to the distinctive physical device made of metal and ribbon, which constitutes the tangible evidence of an award.

**Meritorious Achievement.** An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, speed of accomplishment of an important task can be a factor in determining the value of an act. Meritorious Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

**Service.** For awards purposes, the word “service” is defined as “a period of time encompassing an individual’s entire joint assignment.”

**Top Performers.** Top 1% of personnel in the whole unit. These personnel have performed above and beyond the call of duty providing some special act or developing a systemic process making the organization better and/or more efficient.

**Meritorious Service.** An individual’s performance exceeding that expected by virtue of grade and experience, based on accomplishments during an **entire tour** of duty.

**Outstanding Act or Achievement.**

a. An achievement award, also known as an “impact award,” is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project. It is not intended to provide a means to authorize additional decorations or to be a decoration when the conditions for a completed period of service have not been fulfilled, nor is it intended as an automatic award for members assigned to JO/A on TDY orders.

b. An achievement award covers a short period of time with definite beginning and ending dates. A recommendation for outstanding achievement award should be submitted only when the act or achievement is of such magnitude that it cannot be appropriately recognized in any other way, and to delay such recognition until completion of the individual’s period of service would diminish the significance of the accomplishment.