



# UNITED STATES FORCES KOREA INSTRUCTION

FKJ1

USFKI 1100.01

DISTRIBUTION: A, B

14 July 2022

## JOINT AWARDS AND DECORATIONS PROGRAM

References: See Enclosure G

1. Purpose. To provide policy and procedures on awarding DoD joint awards and decorations to Service Members (SM) and contributing non-governmental individuals, groups, and organizations.
2. Superseded/Cancellation. USFK Regulation 672-2, dated 28 June 2018.
3. Applicability. This instruction applies to military SMs, both United States (U.S.) and foreign militaries, who are either assigned, attached, or on temporary duty (TDY) to the following commands: Headquarters (HQ) USFK; United Nations Command (UNC); UNC-Rear; and Republic of Korea-United States Combined Forces Command (CFC). This instruction also applies to any non-governmental personnel contributing to these commands.
4. Vision. The overall goal of the United States Forces Korea (USFK) Joint Awards and Decorations Program is to recognize 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.
5. Policy.
  - a. All U.S. SMs assigned to a joint organization or activity and contributing non-governmental personnel will be eligible to receive tangible recognition for acts of heroism, valor, meritorious acts, achievement, service or volunteerism. Requests for awards and decorations will be submitted through official channels and processed as outlined in this instruction. The HQ USFK Enterprise Task Management Software Solution (ETMS2) will be used to submit all awards. Templates are available on the [J12 Joint Awards Sharepoint](#). If ETMS2 is not available, the alternative method for submission will be via email to [indopacom.humphreys.usfk.mbx.j1-psd@army.mil](mailto:indopacom.humphreys.usfk.mbx.j1-psd@army.mil).

b. Permanent party SMs not in a valid joint billet, but who arguably perform joint duties meeting the definition of joint matters, may be nominated on the basis of joint matters for a joint award per United States Indo-Pacific Instruction 0226.1, Paragraph 1.3.g that reads: "personnel not permanently assigned to a joint duty activity (JTD/JTMD/JDAL), joint task force headquarters joint military decoration (JMD), or who are assigned under MOAs are typically not eligible for defense decorations or joint unit awards; however, they may be submitted as an Exception to Policy (ETP) with detailed justification why a defense award is more appropriate than a Service award. An ETP is required for a non-billeted individual to receive a joint award and it must meet 10 U.S. Code Section 688, i.e. Joint Matters." All ETP nominations require this above referenced ETP memorandum (addressed to the appropriate CoS as approval authority) from an O-6/GS-15 or above in the awardee's chain of command prior to submission to USFK J1.

c. Joint, as opposed to Service-specific (Army, Navy, etc), awards are appropriate for military serving in joint tours. Joint award recommendations must be based on exemplary period of service, outstanding achievement, and length of assignment, as well as the scope of responsibilities in regards to the SMs rank. 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 SM's length of joint terminal assignment or degree of responsibility does not qualify for an appropriate level Defense/Joint award, directorates or special staffs will submit the Service-specific award recommendation through their respective Service component. SMs cannot receive a joint award and a Service award covering the same achievement(s).

6. Definitions. See Enclosure H.

7. Responsibilities

a. Commander, UNC/CFC/USFK

(1) Recommends approval, disapproval, or downgrade of DDSM for U.S. Service Members.

(2) Recommends approval, disapproval, or downgrade of LOM foreign military personnel awards.

(3) Approval authority for foreign SMs for the DMSM, JSCM, and JSAM.

(4) Approval authority for U.S. SMs up to DSSM.

b. Chiefs of Staff (COS), UNC/CFC/USFK

(1) Recommends approval, disapproval, or downgrade of DSSM and exception to policy nominations for DMSM, JSCM, and JSAM for foreign military SMs as routed through them to the CDR.

(2) Approval authority for ETP and non-ETP U.S. SMs up to DMSM.

c. Staff principals in the grade O-7 or civilian equivalents (SES)

(1) Recommend approval, disapproval, or downgrade of DMSM, JSCM, and JSAM, exception to policy nominations, and impact nominations of personnel who are not assigned to USFK.

(2) Approval authority for non-ETP U.S. SMs up to DMSM.

d. Directors or staff principals in the grade of O-6 or civilian equivalents (GS-15)

(1) Recommend approval, disapproval, or downgrade of DMSM, JSCM and JSAM for exception to policy nominations.

(2) Approval authority for non-ETP U.S. SMs of a JSAM. It is therefore an incumbent responsibility of the approving directorate to manage the award process, which includes ordering their own award stock, adhering to applicable regulations, and keeping records/copies of each completed award.

(3) Ensure all eligible, deserving personnel are recognized with an award in a timely manner.

(4) Establish internal controls to ensure timely preparation and submission of awards and decorations per Enclosure D and at the end of each calendar year forward a copy of the directorate's awards log to the awards team's group email box.

(5) All award nomination packages will include the Defense/Joint award recommendation memorandum, narrative and citation. If applicable, the following items will also be required: staff summary sheet, late letter, push note and/or DIA concurrence. Note: DIA concurrence typically takes four weeks.

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

(7) Directorates processing their own awards should coordinate with J12 for proper training to ensure accurate and efficient processing.

e. USFK Assistant Chief of Staff, J1

(1) Establish and maintain quality standards and procedures for the Joint Awards and Decorations Program.

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

14 July 2022

f. USFK J1 Awards Team, Military Personnel Service Branch

(1) Receive award nomination package from USFK directorates/special staff sections via ETMS2. When nomination package is not in compliance, work with the directorates/special staff sections to meet regulatory requirements—this includes performing a cursory review and proofreading the content of all award submissions to ensure quality and readability. Non-compliant awards will be returned to originators for correction and resubmission.

(2) Track award nomination package until received back from approval authority in coordination with INDOPACOM J1 awards section.

(a) Award approved. Return approved package with copy of permanent order and medal set to directorate or special staff.

(b) Award downgraded. Process the approved award in coordination with the nominating directorate or special staff.

(c) Award disapproved. Return package to directorate or special staff with reason for disapproval.

(3) Maintain an electronic awards tracking system and repository for all awards packets submitted to USFK J12. Use a standardized order template for preparing permanent orders using an electronic orders database to assign and track original and revocation order numbers.

(4) At least twice a year, J12 will inventory award stocks and then order enough to prevent shortages.

(5) J12 will ensure collection of information pertaining to the number and type of awards processed as well as digital copies for reference and record keeping.

g. Award Recipients. SMs will ensure official personnel records are updated correctly via their respective HQ service support element. Approved awards for Army military personnel should be provided to the J1 Army assignments NCO for upload to iPERMS.

8. Procedures. See Enclosure C.

9. Summary of Changes

a. Policy for Training Event Program—added Bilateral Program

b. Removed Typical Award Nomination Grade from Enclosure D

c. Added Enclosure F

d. Includes ETP delegation to Chiefs of Staff of UNC/CFC/USFK

10. Records Management. Records must be dispositioned in accordance with the CJCSM 5760.01A, Vol. II, Joint Staff and Combatant Commands Records Management Manual: Volume II-Disposition Schedule.

11. Releasability. UNRESTRICTED. This instruction is approved for public release; distribution is unlimited on the United States Forces Korea Publication Electronic Library, <https://www.usfk.mil/Resources/USFK-Publications/> or on NIPRNET at <https://pacom.deps.mil/cmds/usfk/USFKDirectives/Pages/Home.aspx>.

12. Effective Date. This instruction is effective upon receipt.



BRAD SULLIVAN  
Major General, USAF  
Chief of Staff

Enclosures:

- A – Eligibility
- B – Awards Programs
- C – Procedures
- D – Approval Authorities
- E – Awards and Decorations for Foreign Military Personnel
- F – Bilateral Recognition Program
- G – References
- GL – Glossary

(INTENTIONALLY BLANK)

ENCLOSURE A  
ELIGIBILITY

1. U.S. SMs who are permanently assigned to a joint billet are eligible for awards.

a. U.S. SMs permanently assigned to a joint billet, assigned to a joint task force, or who meet the definition of performing joint duties are eligible for (refer to DoD Manual 1348-33, Volume 1 for specific details of each award):

- (1) Defense Distinguished Service Medal (DDSM).
- (2) Defense Superior Service Medal (DSSM).
- (3) Defense Meritorious Service Medal (DMSM).
- (4) Joint Service Commendation Medal (JSCM).
- (5) Joint Service Achievement Medal (JSAM).

b. Foreign military personnel assigned to the CFC, UNC, and USFK HQs are eligible for the DMSM, JSCM, and JSAM. Foreign general and flag officers are eligible for the Legion of Merit (LOM). The senior U.S. officer in the directorate (or the command) should present U.S. awards to foreign SMs commensurate with their rank and/or the approval authority of the award, as well as be senior to the awardee. For example: a JSAM/JSCM/DMSM approved by a staff principal should be presented by that staff principal (or request the CoS of their command to present unless already delegated) and an approved LOM for a ROK officer should be presented by the CoS of their command (unless the CDR chooses to present personally). Each CoS (or the CDR) should present ACoS awardees with their awards.

2. Eligibility of U.S. and foreign SMs 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.

3. 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. Special categories of award recipients are addressed below:

a. Individual Mobilization Augmentees (IMA)

(1) Individuals designated as IMA permanently assigned to a joint organization or activity 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.

14 July 2022

(2) Due to the longer period of assignment of IMA to the organization, the following specific considerations are recommended to ensure parity with active duty counterparts for awards:

(a) IMA should be considered for recognition at the end of an activated period (the entire period of service prior to and including the activated period).

(b) After six years of service in a joint manpower billet.

b. Borrowed Military Manpower (BMM) Personnel. The Joint Staff defines BMM as military personnel borrowed to the joint organization for full time joint duties though not in a joint position. It recognizes that joint organizations and activities may not be filled to meet mission needs therefore, the joint command simply "borrows" military personnel from services for full time joint duties. Being under the operational control of a joint organization does not, automatically, constitute award eligibility. (See paragraph 5b on page 2 of the basic instruction)

c. Temporary Duty (TDY) Personnel. In recognition of outstanding achievement, joint awards may be awarded to U.S. SMs in a TDY status with a joint organization. The TDY status is determined by official orders specifying the joint organization as the duty unit. TDY personnel for theater-level exercise purposes will follow exercise awards guideline in paragraph 1 of Enclosure B. SM's TDY achievements are normally recognized by a JSAM and only given to top performers. Only in the most unique circumstances will other joint awards be awarded for TDY achievement.

d. Retiring Military Personnel

(1) Being assigned to 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 merit. 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.

(2) In those instances when length of a joint terminal assignment, or degree of responsibility, would not qualify an individual for an appropriate level award upon retirement, the director or staff principals may consider recommending a service award.

(3) If a SM is recommended for a service retirement award, then they cannot also receive a joint decoration for service and vice versa.

(4) A joint award may be awarded to eligible U.S. SMs upon retirement or separation from service. However, an award recommendation must stand on its own merits and must not include accomplishments from previous assignments.

e. 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.



14 July 2022

f. Nongovernment employed civilians (e.g., spouses): Exceptional individuals who do not derive their principal livelihood from U.S. Government employment may qualify for the following Civilian Honorary Awards:

(1) CJCS Awards:

(a) Distinguished Public Service Award (DPSA). Approval authority is the U.S. Chairman of the Joint Chiefs of Staff.

(b) Outstanding Public Service Award (OPSA). Approval authority is the Chief of Staff, USINDOPACOM.

(2) USFK Commander Awards:

(a) Scrolls of Appreciation (SOA)

(b) Certificate of Achievement (COA)

(INTENTIONALLY BLANK)

ENCLOSURE B  
AWARDS PROGRAMS

1. Training Event Awards Program. This program is established in order to recognize the outstanding achievements of our U.S. and Allied SMs and civilians during training events. The UNC/CFC/USFK Chiefs of Staff will be the approval authority for all joint decorations for DMSM and below, including ETPs. Specific ETP criteria for training events is listed in paragraph 1e(5) of this enclosure. The percentages/numbers listed below are for the following awards that that will be submitted through the U/C/J1 for the appropriate CoS signature. Templates are available on the [J12 Joint Awards Sharepoint](#).

a. Letter of Appreciation (LOA)

(1) All participants are eligible to receive a LOA from their Director or Special Staff Section Head; including ETP personnel.

(2) All directorates and special staff sections will submit a list that will include the command, rank/grade or Mr., Mrs., etc., full name and service. This will be submitted in the Excel document provided by U/C/J1, on a date published by the U/C/J1 or in the exercise order.

(3) Approved LOAs will be provided to the directorate by the U/C/J1 for presentation to the awardee at the directorate level.

b. Letter of Commendation (LOC)

(1) LOCs will be limited to 10% of the directorate or special section.

(2) A LOC is a special form of recognition that is for an accomplishment that does not merit or cannot be recognized by a joint decoration.

(3) LOCs can be awarded to any U.S. or Allied SM as well as civilians. However, they are generally recommended for U.S. Navy, Marine Corps and Air Force personnel in the grades of E-1 to E-5, W-1, W-2, and O-1 to O-3.

(4) Directorates and special staff sections will submit nominations on the approved LOC template which will document the member's accomplishments during the training event. The directorate or special section will also provide the command, rank/grade or Mr., Mrs., etc., full name and service. This will be submitted in the Excel document provided by U/C/J1, on a date published by the U/C/J1 or in the exercise order.

(5) Approved LOCs will be provided to the directorate by the U/C/J1 for presentation to the Awardee at the directorate level.

c. Certificate of Achievement (COA)

14 July 2022

- (1) COAs will be limited to 10% of the directorate or special section.
- (2) COAs can be awarded to any U.S. and Allied SM as well as civilians. However, COAs are generally recommended for U.S. Army E-5 and below.
- (3) Directorates and special staff sections will submit nominations on the approved COA template along with the command, rank/grade or Mr., Mrs., etc., full name and service. This will be submitted in the Excel document provided by U/C/J1, on a date published by the U/C/J1 or in the exercise order.
- (4) Approved COAs will be provided to the directorate by J12 for presentation to the awardee at the directorate level.

d. Joint Awards during Training Events

- (1) All joint award recommendations will be routed through their respective CoS for approval. Limit nominations to 5% of the directorate or special section.
  - (a) JSCM/Joint Civilian Service Commendation Awards are not normally awarded during a training event. However, in rare instances, someone may be nominated if warranted by the exceptional impact of their job performance.
  - (b) JSAM/Joint Civilian Service Achievement Awards are normally awarded during a training event. Nominations must meet the eligibility requirements listed in this instruction.
- (2) Directorates and special sections will submit nominations on the approved JSAM/JSCM template along with the command, rank/grade or Mr., Mrs., etc., full name and social security number. This will be submitted in the Excel document provided by J1. To streamline the awards process (during exercises only), a recommendation memo and narrative are not required as part of the submission.
- (3) Service Members who are on TDY orders are eligible for joint decorations, but their nomination must also contain their orders and it must reflect UNC, CFC, or USFK as their assigned unit.
- (4) Each CoS will present the awards to the awardees at their respective awards ceremony or delegate presentation to each responsible directorate.
- (5) Allied foreign SMs may be nominated for a JSCM or JSAM, but the processing time will extend beyond the ENDEX of the training event. Allied SM submissions will contain a Staff Summary Sheet (SSS), recommendation memo, narrative, citation, biography, Defense Intelligence Agency (DIA) concurrence, Embassy concurrence, and push note (templates can be found on the [J12 Joint Awards Sharepoint](#)).

14 July 2022

(6) Non-joint billeted SM will require an ETP approved by each Chief of Staff. The ETP nomination will include a SSS, recommendation memo, narrative, citation, ETP memo and push note. Any approved foreign or ETP U.S. SM JSAMs will be given to the individual's directorate or special staff section for future presentation.

2. Bilateral Recognition Program: A certain number of U.S. and Republic of Korea (ROK) SMs will be recognized for their outstanding performance in different circumstances: Combined Command Post Training, Armed Services Day, Organizational Day, and Service Achievements. All will be presented at a time to be determined by the awarding authority. Certificates for ROK SMs will be signed by the CFC Commander and certificates for US service members will be signed by the CFC Deputy Commander. USFK J1 will send out the request for nominations to the directorates and special staff sections once the details are finalized. Refer to Enclosure F for a quick reference of certificates that SMs can receive.

3. USFK Recognition Program: In the spirit of each service component's quarterly or annual recognition of their respective SMs, USFK has established a peninsula-wide recognition program for U.S. military members to be recognized as USFK Service Members of the Year (SMOY). Service components and HQ UNC/CFC/USFK will participate in the annual competition. A joint board will determine the winners. USFK J1 will send out the request for nominations to the directorates and staff agencies via tasking order with specific instructions.

(INTENTIONALLY BLANK)

ENCLOSURE C  
PROCEDURES

1. Award Administration

a. Approved awards and decorations will be announced with a permanent order number prepared by USFK J12 and included, for record, in the final and completed award package. The order number is determined using the Julian date followed by a dash and the number of orders completed that day in sequence (e.g., 51-001, for the first order prepared on 20 Feb, and 51-002, for the second order prepared on 20 Feb). Directorates and special staffs 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 2-51-001 and 2-51-002 for the first two orders on 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 may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested 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. Directors or staff principals can withdraw recommendations prior to approval if the SM's service was not completely honorable during the period of the distinguished act, achievement, or meritorious service.

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 has been cancelled). No awards shall be presented to any individual whose service was not completely honorable during the time of the distinguished act, achievement, or service.

(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. Directorates and special staffs who become aware of any such instances must immediately report the circumstances and make required recommendations, in writing, to USFK J12 via email at [indopacom.humphreys.usfk.mbx.j1-psd@army.mil](mailto:indopacom.humphreys.usfk.mbx.j1-psd@army.mil).

(3) USFK J12 will review requests to revoke awards and submit written recommendations to approval authority for final disposition. This should include a legal review by USFK Staff Judge Advocate.

(4) When a determination has been made that an award should be revoked, the approval authority must notify and direct USFK J12 or award authority directorate to revoke the original awarding order. USFK J12 or directorate will notify, in writing, the SM's parent military service and provide a copy of the revocation. The U.S. SM will be

14 July 2022

notified by his/her supervisor.

e. Award Certificates and Decorations. U.S. military personnel and foreign military personnel or organization are authorized one medal set per category of award presented. 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 or changes to approved award certificates, citations and/or orders will only be done for administrative errors.

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 requests for a disapproved or downgraded decoration, or upgrade of a previously approved decoration must be submitted through 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 USFK J12 in writing to revoke the original awarding order of the lesser decoration.

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.



14 July 2022

(2) Requests 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 director, staff principal or designated representative in the grade of O-6 or above, or civilian equivalent (GS-15 or above). If a designated representative is appointed, it must be documented in writing and the documentation must be given to USFK J12.

(3) Awards will only be awarded to SMs whose service during the time of the meritorious act, achievement, or service has been honorable and presented only when there is no suspension of favorable personnel actions.

(4) The number of awards which may be awarded to U.S. SMs are not limited; however, only one decoration will be awarded for the same act, achievement, or period of service.

(5) Awards authorities may not recommend a duplicate award for the same act or service. That is, if a SM is assigned to a joint command, he or she may not receive a Defense/Joint award and a service award for the same period. Example: A SM who is retiring may be recommended for either a service or Defense/Joint retirement award, but not both.

(6) Every effort should be taken to submit requests for awards within the time criteria established per Enclosure D. However, if submission within the timelines is not possible, then late submission of award requests will not exceed one year from the completed act, achievement, or service. Late submissions of an award request must be documented and attached as an enclosure to the award request memorandum.

(7) Award requests may be classified; however, directorates or staff principals must ensure that classified requests are submitted with an unclassified citation. Classified and special category award recommendations require special handling which could delay processing.

b. Award recommendation memorandum formatting - use the most current template available on the [J12 Joint Awards Sharepoint](#).

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

(2) The director or staff principal must sign DDSM, DSSM and LOM award nomination memorandums as well as all ETP requests going to the respective CoS for approval. For all other awards, memorandum will be signed by the designated representative in the grade of O-6 or above, or civilian equivalent (GS-15 or above).

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

(a) PCS – The date/month/year of assignment through day/month/year of projected departure date.

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

c. Attach the narrative and citation as enclosures to the award nomination memorandum. Director or staff principal will sign the award nomination memorandum.

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

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

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

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

(d) For narrative formatting, use the most current template available on the [J12 Joint Awards Sharepoint](#).

(e) 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 if applicable how the accomplishments significantly exceeded expected performance of duty.

(f) All acronyms will be spelled out and then followed by the acronym in parenthesis, if used more than once.

(g) Do not use code names, call signs, 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, as applicable); then use the short title in the balance of the narrative—for example: Colonel, Lieutenant, or Sergeant Smith. Named operations and exercises will be in all caps.

(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 concise with notable accomplishments emphasized. It shall not contain information which is not included in the narrative.

14 July 2022

(b) Citations WILL NOT EXCEED 16 single-spaced typewritten lines for the DDSM, DSSM, DMSM, JSCM and JSAM. Citations for LOMs will not exceed 20 single-spaced typewritten lines.

(c) For citation formatting, use the most current template available on the [J12 Joint Awards Sharepoint](#).

(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 Smith. Named operations and exercises will be in all capital letters.

### (3) Push Note

(a) A push note is required from the staff principal for all award submissions requiring USFK Commander approval.

(b) It is highly recommended that push notes be handwritten on 4 1/4 x 5 1/2 inch directorate letter head. Typed push notes will also be accepted and should use Times New Roman with font 12. The top and bottom margins will be one inch, and left and right margins will be half inch justified (block format).

d. Military awards will be uploaded to ETMS2. ETMS2 access requests should be directed to Secretary of Joint Staff (SJS). Under reasonable circumstances which do not permit submission through ETMS2, all required documents should be e-mailed to USFK J12 at [indopacom.humphreys.usfk.mbx.j1-psd@army.mil](mailto:indopacom.humphreys.usfk.mbx.j1-psd@army.mil).

(INTENTIONALLY BLANK)

ENCLOSURE D

APPROVAL AUTHORITIES AND SUBMISSION TIMELINES

Consideration criteria for joint awards should involve: 1.) Scope of responsibility in regards to joint/combined matters & 2.) Period of service. Awards for one year tours or less need to be specifically adjudicated with the Directorate/USFK leadership before submission. Awards should be submitted NLT the timelines indicated in the chart below, but no earlier than 180 days prior to projected presentation date for U.S. SMs & no earlier than 240 days prior to projected presentation date for foreign SMs. Additionally, award recommendations for foreign SMs with an unknown departure date should be submitted no later than 180 days after arrival. Retiring senior leaders who are eligible for their Service's Distinguished Service Medal (DSM) upon retirement should consult the Chief of Staff or the Commander regarding the appropriate level of award, as DSMs are not joint decorations. Per DoDM 1348.33-V4 (Section 1.2.g.), SMs assigned/detailed/attached to a joint unit will not be recommended for an award through their parent Service, unless their retirement coincides with the conclusion of their joint duty assignment.

Joint Award	Typical Award Nomination (U.S. & Foreign)	Approval Authority for U.S. Servicemembers in joint billets <sup>6</sup>	U.S Service Member Submission Timeline to J12	Approval Authority for Foreign Service Members <sup>3</sup>	Foreign Service Member Submission Timeline to J12
Defense Distinguished Service Medal (DDSM)	Commander and Deputy Commander (not applicable for foreign members)	Secretary of Defense	150 days prior to presentation date	Not applicable	Not applicable
Defense Superior Service Medal (DSSM)	Typically O-6 thru O-8 and E-9s as SEAs, Dirs, Div Chiefs, Chiefs of Staff, or equivalent (not applicable for foreign members)	UNC/CFC/USFK Commander <sup>2</sup>	90 days prior to presentation date	Not applicable	Not applicable
Legion of Merit (LOM) <sup>7</sup>	O-10 (Degree of Commander) O-7 through O-9 (Degree of Officer) O-6s (Degree of Legionaire) serving in higher level positions <b>(Foreign Only)</b>	Not applicable	Not applicable	Secretary of Defense	180 days prior to presentation date
Defense Meritorious Service Medal (DMSM)	Typically E-7, E-8, O-4, O-5 Branch Chiefs or Major Program Managers <b>(U.S. &amp; Foreign)</b>	UNC COS, CFC COS, USFK COS or Staff Principal O-7/SES <sup>4,5</sup>	60 days prior to presentation date	UNC/CFC/USFK Commander <sup>1</sup>	120 days prior to presentation date
Joint Service Commendation Medal (JSCM)	Action Officers (enlisted and officers) <b>(U.S. &amp; Foreign)</b>	UNC COS, CFC COS, USFK COS or Staff Principal O-7/SES <sup>4,5</sup>	60 days prior to presentation date	UNC/CFC/USFK Commander <sup>1</sup>	120 days prior to presentation date
Joint Service Achievement Medal (JSAM)	Officers below O-6 and enlisted personnel whose performance is excellent but not deemed truly outstanding <b>(U.S. &amp; Foreign)</b>	UNC COS, CFC COS, USFK COS or Staff Principal <sup>4,5</sup>	60 days prior to presentation date	UNC/CFC/USFK Commander <sup>1</sup>	120 days prior to presentation date

NOTES:

1. USINDOPACOM Commander has delegated approval authority to UNC/CFC/USFK Commander for recognizing Foreign SMs with JSAM, JSCM, and DMSM. This may not be further delegated as per INDOPACOM published guidance.
2. USINDOPACOM Commander has delegated approval authority to UNC/CFC/USFK Commander to recognize U.S. SMs with DSSM.
3. For foreign nominations, DIA concurrence checks may take up to four weeks to return complete.
4. USFK Commander has delegated approval authority to the UNC/CFC/USFK COS for DMSM, JSCM, and JSAM.
5. The term 'Staff Principal' refers to directors of the following: J1, J2, J3, J4, J5, J6, J8 and C9 and Special Staff in the rank of O-6 or GS-15.
6. Exceptions to Policy: For individuals not in a joint billet, the approval authority for DMSM, JSCM, JSAM is the CoS of either UNC, CFC, or USFK.
7. See Appendix C for more information on LOM awards.

(INTENTIONALLY BLANK)

14 July 2022

## ENCLOSURE E

## AWARDS AND DECORATIONS FOR FOREIGN MILITARY PERSONNEL

1. Foreign Military Personnel are eligible for Defense/Joint awards (DMSM, JSCM, and JSAM) and the Legion of Merit (LOM). The LOM, 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, as per Table 7 of DoDI 1348.33, Volume 1.

<b>Table E-1</b>	
<b>Degrees of the Legion of Merit</b>	
<b>Degree 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. Note: presentation of this medal and above is over the head of the recipient, the below are pinned on.
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 forces

2. Foreign military members filling the positions for at least 12 months or more should be considered for an LOM or DMSM, according to the rank structure per Enclosure D. Eligibility 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.

3. The preparation procedures outlined below apply to LOM, DMSM, JSCM, and JSAM for foreign military personnel per DoD Manual 1348.33, Volume 3.

a. Directorates or special staffs must assemble award packets containing recommendation memoranda, narrative justification, proposed citation, biography with photo, and a late letter, if applicable. The LOM also requires a Secretary of Defense action memo (written on behalf of the PACOM Commander). Submit the award packet to

14 July 2022

USFK, J12 via ETMS2. Award packets should be submitted no earlier than eight months, but no later than six months, prior to the end date on the award, to meet the Office of the Secretary of Defense timelines while still enabling the Commander to recognize these servicemembers prior to their departure. For formatting of required documents for the award packet, use the most current templates available on the [J12 Joint Awards Sharepoint](#). Careful planning is required for LOMs due to long lead times for Secretary of Defense processing and signature.

b. USFK J12 will submit all required background checks per DoD Manual 1348.33, Volume 3. Background checks will be submitted at the same time award is routed up for approval by the Commander. Any non-concurrences will require the award to be re-approved by the Commander.

c. Approved award packets are returned through command channels to USFK J12.



ENCLOSURE F  
BILATERAL RECOGNITION PROGRAM

Subject	Criteria	Number of Certificates	Expected Achievement Board Date	Consistency Schedule
ROK-US CFC CDR's Award	Exceptional performers among the commissioned officers	8 awards (including medals)	-	February
ROK-US CFC CDR's Certificate	Spring (-01) Exercise	10 certificates	April	March
	Summer (-02) Exercise	12 certificates	August	July
	ROK Armed Forces Day	8 certificates	July	July
	CFC Organizational Day	8 certificates	October	September
	Year-end Achievement	8 certificates	November	October
ROK-US CFC Deputy CDR's Certificate	Spring (-01) Exercise	10 certificates	April	March
	Summer (-02) Exercise	12 certificates	August	July
	ROK Armed Forces Day	8 certificates	July	July
	CFC Organizational Day	8 certificates	October	September
	Year-end Achievement	8 certificates	November	October

**NOTES:**

1. Nominees must have contributed to the maintenance of the ROK-US alliance and friendship between the two nations.
2. Nominees must have exemplified a martial spirit and sense of sacrifice.
3. This program is subject to change and interested persons should inquire with the J12 for more information.

\* Notification to the C1 after selecting two people (specifically prioritized)

\* Bestowing a medal in the name of MND Minister and the president of Chosun Newspaper and a certificate in the name of the MND Minister

1. Requests for certificates or any type of recognitions must be done in a timely manner, no less than 60 days from presentation.
  - a. Coordination must be done through the Secretary of the Joint Staff or Protocol for CFC Commander availability to present awards.
  - b. The intent of this program is to ensure equitable, reciprocal number of recognitions.
2. Any recognition for request for nominations not listed above must be done in a timely manner and must be agreed upon by both parties, CFC C1 and USFK J1, and the request must be sent no less than 60 days from presentation.

(INTENTIONALLY BLANK)

ENCLOSURE G  
REFERENCES

1. [CJCSI 1100.01D](#), Chairman of the Joint Chiefs of Staff Instruction, Joint Staff Military and Civilian Awards Programs.
2. [CJCSM 5760.01A, Vol II](#) – Chairman of the Joint Chief of Staff Manual, Joint Staff and and Combatant Command Records Management Manual: Volume II-Disposition Schedule.
3. [DoD Manual, Number 1348.33, Vol 1](#) – Department of Defense Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards.
4. [DoD Manual, Number 1348.33, Vol 2](#) – Department of Defense Manual of Military Decorations and Awards: DoD Service Awards – Campaign, Expeditionary, and Service Medals.
5. [DoD Manual, Number 1348.33, Vol 3](#) – Department of Defense 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.
6. [DoD Manual, Number 1348.33, Vol 4](#) – Manual of Military Decorations and Awards: DoD Joint Decorations and Awards.
7. [Title 10, United States Code, Section 668](#) on Joint Matters.
8. [Under Secretary of Defense for Personnel and Readiness memo dtd 22 April 2021](#), Subject: Delegation of the Authority to Approve Exceptions to Policy for Certain Joint Decorations
9. [USPACOMINST 0226.1](#), Military and Civilian Awards and Decorations, dtd 16 August 2019 and includes delegation from CDR, INDOPACOM to CDR, USFK for certain joint awards

(INTENTIONALLY BLANK)

## GLOSSARY

### Acronyms

BMM	Borrowed Military Manpower
CFC	Combined Forces Command
COS	Chief of Staff
DDSM	Defense Distinguished Service Medal
DMSM	Defense Meritorious Service Medal
DSSM	Defense Superior Service Medal
ETS	Expiration Term of Service
HQ	Headquarters
IAW	In Accordance with
IMA	Individual Mobilization Augmentees
JDA	Joint Duty Activity
JMD	Joint Military Decoration
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
LOM	Legion of Merit
PCS	Permanent Change of Station
SSS	Staff Summary Sheet
TDY	Temporary Duty
TMT	Task Management Tool
UNC	United Nations Command
USFK	United States Forces Korea

(INTENTIONALLY BLANK)