

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

United States Forces Korea
Regulation 672-2

28 Jun 2018

Personnel – General

DEFENSE/JOINT AWARDS AND DECORATIONS PROGRAM

***This regulation supersedes USFK Regulation 672-2, dated 29 September 2017.**

FOR THE COMMANDER:

MICHAEL A. MINIHAN
Major General, USAF
Chief of Staff

OFFICIAL:



ROCKSON M. ROSARIO
Chief, Publications and
Records Management

Summary. The overall goal of the United States Forces Korea (USFK) Defense/Joint Awards and Decorations Program is for directors or staff principals 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.

Summary of Change.

- Policy for awards submission update – Task Management Tool (TMT) is the method of submitting all awards.
- Awards and Decorations for Foreign Military Personnel – This section has changed substantially and requires a thorough review.

Applicability. This regulation applies to military servicemembers, both United States (U.S.) and foreign, who are either assigned 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 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 HQ USFK (FKJ14), Unit #15237, APO AP 96271-5237, email: pacom.yongsan.usfk.list.j1-ja@mail.mil.

Forms. USFK forms are available at 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 CJCSM 5760.01A Volume II, Joint Staff and Combatant Commands Records Management Manual-Disposition Schedule. Record titles and descriptions are available on the Chairman of the Joint Chiefs of Staff (CJCS) website at http://www.dtic.mil/cjcs_directives/cdata/unlimit/m576001v2.pdf.

Suggested Improvements. The proponent of this regulation is USFK Assistant Chief of Staff, J1. Users are invited to send comments and suggested improvements to USFK J14, Unit 15237, APO AP 96271-5237, email: pacom.yongsan.usfk.list.j1-ja@mail.mil.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

To provide policy and procedures on awarding Defense/Joint awards and decorations to military servicemembers and contributing non-governmental individuals, groups and organizations.

1-2. References

References are listed in appendix A.

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Policy

a. All U.S. servicemembers assigned to a joint organization or activity and contributing non-governmental personnel shall, through the Defense/Joint Awards and Decorations Program, 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 regulation. Task Management Tool (TMT) is the method of submitting all awards. If TMT is not available, the alternative method for submission will be via email to pacom.yongsan.usfk.list.j1-ja@mail.mil.

b. Permanent party servicemembers not in a valid joint billet, who perform joint duties meeting the NDAA definition of joint matters, may be nominated on the basis of joint matters for a Defense/Joint award. In accordance with (IAW) the USPACOMINST 0226.1, Para 1-1.C that reads: Only members of the U.S. Armed Forces who have rendered superior meritorious service, while assigned to a joint duty activity (JDA), directly assigned to a joint task force, or performing duties related to joint matters in accordance with Section 668 of Title 10, U.S.C. shall be eligible for consideration of a defense/joint decoration. All joint matter nominations require endorsement through their O6 level commands delegate or higher prior to United States Forces Korea (USFK) J1 submission.

c. Defense/Joint, not service, awards are appropriate for military serving in joint tours. Defense/Joint award recommendations must be based on the service, achievement, and tenure during the joint service tour and not on the servicemember'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 servicemember'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 award recommendation through their respective service component.

1-5. Eligibility

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

(1) U.S. servicemembers permanently assigned to a joint billet, assigned to a Joint Task Force, or meet NDAA definition of performing joint duties are eligible for: refer to [DoD Manual 1348-33, Volume 1](#) for specific details of each award.

(a) Defense Distinguished Service Medal (DDSM).

- (b) Defense Superior Service Medal (DSSM).
- (c) Defense Meritorious Service Medal (DMSM).
- (d) Joint Service Commendation Medal (JSCM).
- (e) Joint Service Achievement Medal (JSAM).

(2) Foreign military personnel assigned to the Combined Forces Command or United Nations Command are eligible for the DMSM, JSCM, and JSAM. They are eligible for a service Legion of Merit (LOM).

b. Eligibility of U.S. servicemembers 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.

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. Special categories of award recipients are addressed below:

(1) Individual Mobilization Augmentees (IMA).

(a) Individuals designated as IMA permanently assigned to a joint organization or activity are eligible for awards and decorations. Achievement awards for IMA 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 IMA to the organization, the following specific considerations are recommended to ensure parity with active duty counterparts for awards:

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

(2) 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 1-4b)

(3) Temporary Duty (TDY) Personnel. In recognition of outstanding achievement, joint awards may be awarded to U.S. servicemembers and reserve 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 only will follow exercise awards guideline in paragraph (6) below. Servicemember's TDY achievement is normally recognized by a JSAM and only given to Top Performers (top 1% of the whole unit). Only in the most unique circumstances will a DDSM, DSSM, DMSM, or JSCM be awarded for TDY achievement.

(4) Retiring Military Personnel.

(a) 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 merits. 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 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.

(c) A Defense/Joint award may be awarded to eligible U.S. servicemembers upon retirement or separation from service. However, an award recommendation must stand on its own merits and must not take into account previous assignments of the retiring or separating servicemember.

(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. To ensure recognition is meaningful, limit the number of nominees who are recommended for awards to the top 1% of the unit making the award recommendation.

(7) Nongovernment employed civilians (e.g. spouses): Civilian Honorary Awards - Individuals who do not derive their principle livelihood from U.S. Government employment may qualify for the following recognition:

(a) CJCS Awards:

- Distinguished Public Service (DPS)
- Outstanding Public Service (OPS)

(b) USFK Commander Awards:

- Scrolls of Appreciation (SOA)
- Certificate of Achievement (COA)

1-6. Responsibilities

Refer to appendix B for a quick reference on the approval authority for each Defense/Joint award and decoration.

a. USFK Commander.

- (1) Recommends approval, disapproval, or downgrade of DDSM for U.S. servicemembers.
- (2) Recommends approval, disapproval, or downgrade of LOM foreign military personnel awards.
- (3) Approval authority for foreign military servicemembers for the DMSM, JSCM, and JSAM.

(4) Approval authority for U.S. servicemembers up to DSSM and joint matter nominations for the DMSM, JSCM, and JSAM.

b. USFK Chief of Staff (COS).

(1) Recommends approval, disapproval, or downgrade of DSSM and joint matter nominations for DMSM, JSCM and JSAM.

(2) Approval authority for U.S. servicemembers up to DMSM and joint matter nominations for the DMSM, JSCM, and JSAM.

c. Staff principal in the grade O-7 or a civilian equivalent.

(1) Recommend approval, disapproval, or downgrade of DMSM, JSCM, and JSAM for joint matters nominations of personnel who are not assigned to USFK.

(2) Approval authority for U.S. servicemembers up to DMSM and joint matter nominations for U.S. personnel assigned within their directorate or section for the DMSM, JSCM and JSAM.

d. Directors or staff principal in the grade of O-6 or civilian equivalents.

(1) Recommend approval, disapproval, or downgrade of DMSM, JSCM and JSAM for joint matter nominations of personnel who are not assigned to USFK.

(2) Approval authority for U.S. servicemembers of a JSAM and joint matter nominations for U.S. personnel within their directorate or section for the JSAM.

(3) Ensure all eligible, deserving personnel are recognized with an award.

(4) Establish internal controls to ensure timely preparation and submission of awards and decorations IAW appendix B.

(5) Prepare award nomination package, which includes the Defense/Joint award nomination memorandum, proposed citation, and narrative of accomplishments.

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

(7) Ensure foreign servicemembers are appropriately awarded with U.S. award IAW the established timelines in appendix B.

e. USFK Assistant Chief of Staff, J1.

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

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

f. USFK J14, Defense/Joint Awards.

(1) Receive award nomination package from USFK directorate/special staff section. When nomination package is not in compliance, work with the directorate/special staff section to meet regulatory requirements.

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

(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 J14. Use a standardized order template for preparing permanent orders using an electronic orders database to assign and track original and revocation order numbers.

g. Award Recipients. Ensure official personnel records are updated correctly via service component.

Chapter 2 Award Procedures

2-1. Award Administration

a. Approved awards and decorations will be announced with a permanent order number prepared by USFK J14 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 pull recommendations prior to approval, if servicemember's entire service during the time of the distinguished act, achievement, or meritorious service has been found not 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 has been 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. Directorates and special staffs who become aware of any such instances must immediately report the circumstances and make required recommendations, in writing, to USFK J14 via email at pacom.yongsan.usfk.list.j1-ja@mail.mil.

(3) USFK J14 will review requests to revoke awards and submit written recommendations to approval authority for final disposition. This should include a legal review by USFK Judge Advocate.

(4) When a determination has been made that an award should be revoked, the approval authority must notify and direct USFK J14 to revoke the original awarding order. USFK J14 will notify, in writing, the servicemember's parent military service and provide a copy of the revocation. The U.S. servicemember will be 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 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 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, in writing, USFK J14 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 director, staff principal or designated representative in the grade of O-6 or above, or civilian equivalent. If a designated representative is appointed, it must be documented in writing and the documentation must be given to USFK J14.

(3) Awards will only be awarded to servicemembers whose 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. servicemembers 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 servicemember 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 servicemember 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 IAW appendix B. 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 impede processing.

b. Award recommendation memorandum formatting - use the most current template available on the [J14 Joint Awards SharePoint site](#).

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

(2) The director or staff principal must sign DDSM, DSSM and LOM award nomination memorandums. For all other awards, memorandum will be signed by the designated representative in the grade of O-6 or above, or civilian equivalent. All nomination memorandums must be endorsed by either 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 date eligible to return from overseas.

(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 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 [J14 Joint Awards SharePoint site](#).

(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 how the accomplishments significantly exceeded expected performance of duty.

(f) All acronyms will be spelled out and then followed by the acronym in parenthesis.

(g) 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) For citation formatting, use the most current template available on the [J14 Joint Awards SharePoint site](#).

(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 from the directorate primary or deputy in the rank of O-6 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 awarded for grades of E-7 to E-9 because of their inherent levels of responsibility.

(b) 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 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 TMT. Under reasonable circumstances which do not permit submittal through TMT, all required documents should be e-mailed to USFK J14 at pacom.yongsan.usfk.list.j1-ja@mail.mil.

Appendix A References

CJCSI 1100.01C, Chairman of the Joint Chiefs of Staff Instruction, Joint Staff Military and Civilian Awards Programs.

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.

[DoD Manual, Number 1348.33, vol 1](#) –Manual of Military Decorations and Awards: Medal of Honor (MOH).

[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.

[DoD Manual, Number 1348.33, Vol 4](#) – Manual of Military Decorations and Awards: DoD Joint Decorations and Awards.

SEC. 510A. REVISION OF DEFINITIONS USED FOR JOINT OFFICER MANAGEMENT.

USPACOMINST 0226.1, Military and Civilian Awards and Decorations.

**Appendix B
Approval Authorities and Submission Timelines**

Awards should be submitted no later than the timelines indicated in the chart below, but no earlier than 180 days prior to projected presentation date for U.S. servicemembers and no earlier than 240 days prior to projected presentation date for foreign servicemembers. Additionally, for foreign servicemembers with unknown departure date / DEROS, submit award nomination no later than 180 days from day of arrival.

U.S. MILITARY DEFENSE/JOINT AWARDS					
Defense/Joint Award	Typical Award Nomination by Grade (U.S. & Foreign)	Approval Authority for U.S. servicemembers	U.S servicemember Submission Timeline to J14	Approval Authority for Foreign servicemembers	Foreign servicemember Submission Timeline to J14
DDSM	O-10 (not applicable for foreign mbrs)	Secretary of Defense	150 days prior to presentation date	Not applicable	Not applicable
DSSM	O-7 through O-9, and O-6s serving in division chief or higher positions (not applicable for foreign mbrs)	USFK, Commander	90 days prior to presentation date	Not applicable	Not applicable
LOM	O-7 through O-10 and O-6s serving in higher level positions (Foreign Only)	Not applicable	Not applicable	Secretary of Defense	180 days prior to presentation date
DMSM	E-7 through E-9 and O-4 through O-6 (U.S. & Foreign)	USFK CoS or USFK Staff Principal O-7 or civilian equivalents	60 days prior to presentation date	USFK, Commander	90 days prior to presentation date
JSCM	O-1 through O-3 and exceptional enlisted personnel (U.S. & Foreign)	USFK CoS or USFK Staff Principal O-7 or civilian equivalents	60 days prior to presentation date	USFK, Commander	90 days prior to presentation date
JSAM	Officers below O-6 and enlisted personnel whose performance is excellent but not deemed truly outstanding (U.S. & Foreign)	USFK CoS or USFK Staff Principal O-6 or civilian equivalents	60 days prior to presentation date	USFK, Commander	90 days prior to presentation date
DEFENSE/JOINT AWARDS - JOINT MATTER NOMINATIONS					
Defense/Joint Award	Typical Award Nomination by Grade (U.S. & Foreign)	Approval Authority for U.S. servicemembers	U.S servicemember Submission Timeline to J14	Approval Authority for Foreign servicemembers	Foreign servicemember Submission Timeline to J14
DMSM	E-7 through E-9 and O-4 through O-5	USFK, Commander or Chief of Staff	60 days prior to award presentation date	N/A	N/A
JSCM	O-1 through O-3 and exceptional enlisted personnel	USFK, Commander or Chief of Staff	60 days prior to award presentation date	N/A	N/A
JSAM	Officers below O-6 and enlisted personnel whose performance is excellent but not deemed truly outstanding	USFK, Commander or Chief of Staff	60 days prior to award presentation date	N/A	N/A

**Appendix C
Awards and Decorations for Foreign Military Personnel**

C-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 C-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. The DMSM, JSCM and JSAM may be awarded to foreign servicemembers based on the grade criteria located on the table in appendix B. The DMSM and JSCM are not authorized for award to foreign general or flag officers serving in equivalent U.S. pay grades of O7 or above.

Table C-1 Degree of the Legion of Merit	
Degrees of the Legion of Merit	Awarded Authority
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 forces

C-2. Foreign military members filling the positions for 12 months or more listed in table C-2 (but not limited to) should be considered for an LOM or DMSM, according to the rank structure per appendix B. 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.

Table C-2
Foreign Military Award Consideration by Position
ROK CJCS
CFC Deputy Commander
CFC Deputy Chief of Staff
CFC C1
CFC C2
CFC DC3
Chief, Operations C33
Chief, Plans C35
Chief, Exercises C37
Chief, Fires Division GCC
CFC C4
CFC DC5
CFC C6
CFC ACOS Engineering
CFC Command Sergeant Major
CFC DCDR XO
CFC ROK CIG
CFC ROK SCJS
Base Relocation ACoS

C-3. The preparation procedures outlined below apply to LOM, DMSM, JSCM, and JSAM for foreign military personnel IAW [DoD Manual 1348.33, Volume 3](#).

a. Directorates or special staffs must assemble award packets containing: Recommendation memorandum, 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 USFK, J14 via TMT. 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 the Office of the Secretary of Defense timelines while still allowing 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 [J14 Joint Awards SharePoint site](#).

b. USFK J14 will submit all required background checks IAW [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 J14.

**Glossary
Abbreviations**

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
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
LOM	Legion of Merit
PCS	Permanent Change of Station
TDY	Temporary Duty
TMT	Task Management Tool
U.S.	United States
UNC	United Nations Command
USFK	United States Forces Korea