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Headquarters
United States Forces, Korea
Unit #15237
APO AP 96205-0010
20 April 1999

USFK Reg 672-2
Interim Change
No. 1
Expires upon revision of USFK Reg 672-2

Decorations, Awards, and Honors

DEFENSE AWARDS AND DECORATIONS

JUSTIFICATION: This interim change establishes policy changes for Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM) nomination packets.

EXPIRATION. This interim change will expire when rescinded or superseded by a permanent change or revision of the regulation.

1. USFK Reg 672-2, 22 April 1997, is changed as follows:

Paragraph 9, PROCEDURES. Delete paragraph 9b and replace with the following:

Recommendations for Defense awards will be submitted by official memorandum through the staff principal or designated representative of the appropriate joint, combined, or special staff. A narrative justification, prepared in block format as outlined in appendixes E and F, will be attached for the DDSM and DSSM. Eliminating the narrative requirement for the DMSM and below should not detract from the award recommendation--citations should be written well enough to support the level of the award--scope and complexity of duties and individual accomplishment(s).

Paragraph 9, PROCEDURES. Delete paragraph 9b2.

Paragraph 9, PROCEDURES. Delete paragraph 9e and replace with the following:

Sufficient copies of each award recommendation will be submitted to the USFK Adjutant General. Submit the original and one copy of the recommendation for award and the citation. The following statements are also required (the format at appendix D will be used for this purpose and included as an enclosure to the award recommendation):

APPENDIX C. Under "Activity" "Action(s) Required" delete paragraph 3 and replace with the following:

Prepare official memorandum, to include required statements and enclosures described in paragraph 9e.

USFK Reg 672-1
IC1

APPENDIX F. Delete paragraph 2

APPENDIX G. Delete paragraph G1a and replace with the following:

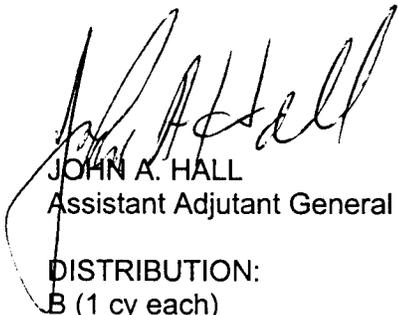
The citation is a brief description of the act, achievement, or service, typed on an 8 ½ by 11-inch plain sheet of bond paper. The body will be double-spaced and not exceed one page. Margins cannot be less than 1½ inches on the top, left, and right, and 3 inches on the bottom.

2. Post this change per DA Pam 25-40.
3. File this interim change in front of the publication.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-J-P, Unit #15237, APO AP 96205-0010.

FOR THE COMMANDER:

OFFICIAL:
DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff



JOHN A. HALL
Assistant Adjutant General

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HEADQUARTERS
UNITED STATES FORCES KOREA
UNIT #15237
APO AP 96205-0010

Change No. 1
USFK Regulation
No. 672-2

2 March 1998

Decorations, Awards, and Honors

DEFENSE AWARDS AND DECORATIONS

1. USFK Reg 672-2, 22 April 1997, is changed as follows:

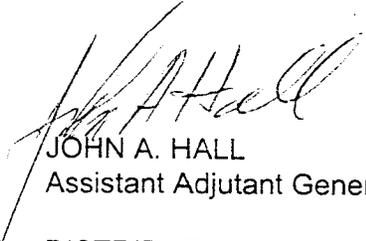
Paragraph 9, PROCEDURES. In paragraph 9b(1), first line, change the words "three single-spaced" to read "two single-spaced".

APPENDIX E. In paragraph 2, 2nd sentence, NOTE, change the words "three single-spaced" to read "two single-spaced".

2. Post these changes per DA Pam 310-13.

3. File this change in front of the publication.

FOR THE COMMANDER:


JOHN A. HALL
Assistant Adjutant General

OFFICIAL:
RANDOLPH W. HOUSE
Lieutenant General, USA
Chief of Staff

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*USFK Reg 672-2

HEADQUARTERS
UNITED STATES FORCES KOREA
UNIT #15237
APO AP 96205-0010

USFK Regulation
No. 672-2

22 April 1997

(Effective: 1 May 1997)
Decorations, Awards, and Honors

DEFENSE AWARDS AND DECORATIONS

SUPPLEMENTATION. Issue of supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, ATTN: FKJ1-PP, Unit #15237, APO AP 96205-0010.

INTERNAL CONTROL PROCESS. This regulation does not contain management control procedures.

1. PURPOSE. This regulation implements United States Commander in Chief Pacific Instruction (USCINCPACINST) 5305.2A and provides policies and procedures governing Defense awards and decorations.

2. APPLICABILITY. This regulation applies to United States (U.S.) military personnel assigned, attached, or on temporary duty (TDY) to the following commands:

- a. United Nations Command (UNC).
- b. Republic of Korea-United States Combined Forces Command (ROK-U.S. CFC).
- c. Headquarters (HQ) United States Forces Korea (USFK).
- d. Joint United States Military Affairs Group-Korea (JUSMAG-K).
- e. Special Operations Command-Korea (SOCKOR).
- f. UNC-Rear.
- g. ROK-U.S. Air Component Command (ROK-U.S. ACC).
- h. Marine Forces, Korea (MARFOR-K).

3. REFERENCES. Required and related publications are listed in appendix A.

*This regulation supersedes USFK Reg 672-2, dated 26 May 1993.

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4. **ABBREVIATIONS.** Abbreviations used in this regulation are explained in the glossary.

5. **RESPONSIBILITIES.**

a. The Assistant Chief of Staff (ACofS), J1, will establish policies and procedures for Defense awards and decorations.

b. The Commander, U.S. Naval Forces Korea (CNFK), will process Defense award recommendations in accordance with (IAW) this regulation for their personnel.

c. The Commander, HQ Company, Eighth United States Army will--

(1) Process Defense award recommendations according to this regulation for U.S. Army personnel.

(2) Coordinate the Defense award presentation portions of ceremonies as outlined in UNC/CFC/USFK Reg 600-23 and coordinate photographic coverage with Training Support Activity-Korea (TSAK).

(3) Provide a narrator for specified Defense award ceremonies in the joint and combined HQ upon approval.

d. The Chief, JUSMAG-K; Commander, SOCKOR; Commander, MARFOR-K; Commander, UNC-Rear; Commander, Combat Support Coordination Team (CSCT) #1; Commander, CSCT #2; Commander, CSCT #3; staff principals of HQ UNC/ROK-U.S. CFC; and general/flag officer staff principals of HQ UNC/CFC and USFK, and HQ USFK will--

(1) Establish adequate internal controls to ensure compliance with this regulation.

(2) Verify individuals eligibility or they possess appropriate orders (attachment or TDY) assigning them to a joint activity in paragraph 2 before being recommended for Defense awards.

(3) Process recommendations for award of the Joint Service Commendation Medal (JSCM) and the Joint Service Achievement Medal (JSAM) IAW appendixes B and C.

e. The USFK Adjutant General (USFK/FKAG (also carries the designation of Commander, 8th PERSCOM)) will--

(1) Administer the Defense awards and Decorations Program.

(2) Verify personnel recommended for Defense awards to be approved by the UNC/CFC and USFK command groups are assigned, attached, or TDY to a joint activity.

f. The Commander, ACC/Deputy Commander, USFK and the Director of Information Management, ACC will process Defense award recommendations according to this regulation for ACC (U.S. Air Force) personnel. Personnel attached/TDY to ACC will be processed in the same manner as permanent party personnel assigned to ACC. Award recommendations will be coordinated with the Director of Personnel, HQ, 7th Air Force to ensure conformity with existing decoration policies.

6. AUTHORITY. Appendix B lists Defense award approval authorities and processing procedures.

7. ELIGIBILITY.

a. Defense awards will be awarded exclusively to recognize exceptional performance of duty and outstanding acts or achievement. Only U.S. military personnel assigned to joint activities are eligible for Defense decorations. For the purposes of this regulation and the eligibility for Defense decorations, the term "joint" means activities, operations, or organizations in which elements of more than one service of the U.S., as reflected in joint manpower documents, perform joint missions under the auspices of Office of the Secretary of Defense; Chairman, Joint Chiefs of Staff; or commander of a unified, specified, or combined command.

b. Justification for award of a Defense decoration is based on meritorious service and/or outstanding achievement while assigned to a joint activity. Retirement from active duty does not justify a higher level award than actual service, achievement, or tenure merits. Base decoration recommendations for retiring personnel on merit of joint service and not on service member's entire career. Consider an appropriate service retirement award in cases where length of joint assignment, degree of responsibility, or manner of performance does not qualify individual for a Defense decoration.

c. Individual Mobilization Augmentees (IMAs) and Selected Reserves (SELRES) permanently assigned to a joint activity are also eligible for Defense decorations on a case-by-case basis. Decorations for these personnel must be staffed through the organization they were last assigned.

d. Temporary Duty (TDY) Personnel.

(1) In recognition of outstanding achievement, Defense decorations may be awarded to service members on TDY to a joint activity. The TDY status is determined by official orders that specify the joint activity as the duty unit. Being under operational control of a joint activity does not constitute Defense award eligibility. Personnel who are assigned to service components that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a Defense decoration.

(2) The recommending official must obtain concurrence of the TDY individual's commander. The commander must be informed that any accomplishment cited as a basis for a decoration awarded by HQ, USFK may not be used again in the person's "end of tour" service decoration.

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The TDY person's commander may decline the Defense decoration in order to use the accomplishment for an "end of tour" decoration. If concurrence is not obtained from the TDY person's commander, the recommending official may forward the award through channels as an exception to policy. Specific justification to overrule the commander's decision must be included. Insert the following statement on the cover letter as paragraph 1k, "Concurrence obtained from (commander's rank and name) (organization and telephone number) on (date). He/she has no objection to awarding (rank, individual's name) the (name of decoration) and understands that the accomplishment recognized may not be used again as a basis for an end of tour decoration."

(3) The TDY achievement is normally recognized by JSAM or JSCM. Only under the most unusual circumstances will the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM) or Defense Meritorious Service Medal (DMSM) be awarded as impact awards for outstanding TDY achievement. Award criteria for the DDSM and the DSSM are very stringent and require significant accomplishments and contributions to national security at the very highest levels. Likewise, the DMSM recognizes exceptionally meritorious service performed at levels up to but which do not merit recognition through the DDSM.

e. Personnel who are assigned to a service component and attached or with duty to a joint activity for their entire tour are eligible for Defense decorations provided the majority of their duty is joint. A copy of member's orders will accompany the award recommendation as additional documentation. The approval authority for the level of decoration requested will determine if the service member meets the intent of this paragraph. If the service member does not meet the intent of this paragraph, the decoration package will be processed IAW appendix J.

f. The DDSM, DSSM, DMSM, JSCM, and the JSAM may not be awarded to foreign military or civilian personnel. Individual acts of heroism, extraordinary achievement, or meritorious achievement by service members of friendly foreign nations are recognized by the award of an individual U.S. service component's decoration. Recommendations will be prepared IAW the appropriate service directives and submitted through command channels to the prescribed approving official.

8. GENERAL.

a. Recommendations for Defense awards will be initiated by individuals having personal knowledge of the performance or act for which the award is being recommended.

b. Defense awards are appropriate for recognizing meritorious service or achievement and may be awarded at any time to recognize achievement or upon the completion of a full joint service tour or upon retirement or separation of any individual assigned to a joint activity.

c. Defense awards will not be awarded for performance normal to grade and expertise. Such performance should be recognized by letters of appreciation or commendation, recommendations for promotion, or reflected in performance and efficiency reports.

d. Recommendations containing justification consisting of generalities, broad or vague terminology, superlative adjectives, or a recapitulation of routine duties performed do not permit competent evaluation. Justification must be specific, factual, and provide solid evidence of exactly what the person did, how well it was accomplished, what the impact or benefits were, and how expected performance of duty was significantly exceeded.

e. Defense decorations will be awarded and presented only to those military members whose entire service during or after the time of the distinguished act or achievement has been honorable. A Defense decoration will not be awarded to any service member for an act, achievement, or period of service for which a decoration has been awarded by the parent military service.

f. A Defense decoration previously awarded may be revoked if facts, later determined, would have prevented approval of the decoration. Commanders or staff principals who become aware of any such instances must immediately report the circumstances and make recommendations, through channels, to the awarding authority for review and determination of appropriate action. Awarding authorities should seek advice from the Judge Advocate when there is doubt as to the appropriateness of the award action.

g. Defense decorations may be awarded posthumously. When so awarded, the decoration will be presented to an appropriate representative of the deceased as determined by the awarding authority.

h. The award of a Defense decoration in recognition of a single act of heroism or meritorious achievement does not preclude a subsequent award for meritorious service. Recommendations for a Defense decoration awarded for meritorious service will not refer to acts of heroism or meritorious achievement that have been recognized by a previous Defense or service award.

i. Continuation of the same or similar duties already recognized by an award for meritorious service will not be the basis for a second award. However, an award may include the extended period of service by superseding the earlier award, or the previous award may be amended to incorporate the extended period of service.

j. Defense decorations awarded in conjunction with retirement will contain only the inclusive dates the military member served in the current joint activity.

k. Every effort should be taken to submit Defense award recommendations within the time criteria established in appendix B. However, if this is not possible, award recommendation submissions must not exceed 1 year from the completed achievement or service to be recognized. Submission dates for Defense awards outlined in appendix B will be enforced. Late recommendations must be fully explained and documented on the recommendation memorandum as outlined in appendixes E, F, and J. Recommendations officially placed into award approval channels within prescribed time limits, but were not processed because of loss or inadvertence, may be resubmitted at any time within 2 years after the distinguished act, achievement, or service.

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Subsequent recommendations must be forwarded through the same channels as the original recommendation. When the former channels no longer exist, recommendations will be forwarded through replacement channels. Conclusive evidence must be submitted that the recommendation was officially placed into award approval channels within the prescribed time limits along with evidence of the loss or inadvertence.

l. Military personnel must meet the minimum standards of their service component's physical readiness and weight control provisions before being recommended for a Defense award.

m. Awarding authorities will ensure that award citations, orders, and certificates are forwarded to the appropriate component service representative for inclusion in the recipient's military personnel record. Addresses for the component services are listed in appendix C, page C-2.

n. Commanders and staff principals designated as approval authorities for decorations (app B) are authorized to approve a lesser decoration or may disapprove the award recommendation. If an award recommendation is downgraded or disapproved, the approval authority must notify the decoration initiator of the reason(s) for the action.

9. PROCEDURES.

a. Recommendations for Defense awards cited herein will be processed within the time limits prescribed in appendix B. Award recommendations received with missing or insufficient justification for late submission will be returned. Late submission memorandums will be signed by the commander or staff principal fully justifying why the award recommendation was not submitted promptly IAW appendix B. Every effort will be made to present Defense decorations to members of this command prior to departure. Appendixes E through H contain formats for award recommendations.

b. Recommendations for Defense awards will be submitted by official memorandum through the staff principal or designated representative of the appropriate joint, combined, or special staff. A narrative justification, prepared in block format as outlined in appendixes E and F, will be attached for the DDSM, DSSM, DMSM, and JSCM. A narrative will be attached for the JSAM only if required by the designated approval authority.

(1) Narratives will not exceed three single-spaced, block formatted, right margin justified, typewritten pages for the DDSM and DSSM. Use 12-point.

(2) Narratives will not exceed one single-spaced, block formatted, right margin justified, typewritten page for the DMSM, JSCM, and JSAM. Use 12-point.

(3) Narratives will be specific and factual, giving solid examples of what the service member accomplished, how it was accomplished, what benefits or results were realized, and why or how such benefits or results significantly exceeded normal duty performance. Acronyms will be spelled out the first time used, followed by the acronym in parentheses. Supporting documentation will be included only when deemed essential to the recommendation.

c. Recommendations for award of the DDSM, DSSM, DMSM, JSCM, and JSAM to U.S. Army personnel will be forwarded through the Commandant, U.S. Army Troop Command, Unit #15171, APO AP 96205-0260, to the Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010. Recommendations for Marine Corps personnel will be forwarded through the Commander, USMARFOR-K, Unit #15708, APO AP 96205-0708. Recommendations for U.S. Navy personnel will be forwarded through the Commander, U.S. Naval Forces Korea, Unit #15237, APO AP 96205-0010. Recommendations for U.S. Air Force personnel who are assigned to the ACC at Osan Air Base will be processed through the ACC, Director of Information Management (IM), Unit #2165, APO AP 96278-2165, to the Commander, ACC/Deputy Commander, USFK, ATTN: CACC, Unit #2047, APO AP 96278-2047, for approval. Recommendations for U.S. Air Force personnel located at Yongsan will be forwarded through the Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010. If the recommendation is approved, the approved package will then be forwarded to the Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010, for preparation of award documents. For U.S. Air Force personnel at Osan Air Base, forward approved package to HQ ACC/PJ for preparation of award documents. HQ ACC/PJ will then forward to gaining Military Personnel Flight or to the individual's home address in case of retirement or separation. The USFK Adjutant General will process recommendations for the DDSM and DSSM IAW paragraph 9e. Commanders may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor recommended decorations. However, only requests for exception to policy may be disapproved at any level.

d. Recommendations for award of the DDSM and DSSM require higher HQ approval. The USFK Adjutant General will submit these award recommendations through the ACofS, J1, ATTN: FKJ1-PP, Unit #15237, APO AP 96205-0010, and the Commander, USFK, ATTN: FKCJ, Unit #15237, APO AP 96205-0010, to the appropriate approving authority as outlined in appendix B.

e. Sufficient copies of each award recommendation will be submitted to the USFK Adjutant General. For officers, submit the original recommendation for award and three additional copies. For enlisted personnel, submit the original recommendation for award with five additional copies. For both officer and enlisted personnel, submit the original and five copies of the citation. The following statements are also required: (The format at appendix D will be used for this purpose and included as an enclosure to the award recommendation).

(1) A statement attesting to whether the individual had any ration control violations and whether they had been the subject of a derogatory Provost Marshal or Criminal Investigation Division Command report during the current tour. Statements may be completed by:

- (a) An individual in the administrative chain of command in the grade of E7 or higher or,
- (b) The staff principal or commander, or a person who has been delegated signature authority for E6 and below when the E7 or higher does not complete the required statement or,

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(c) The staff principal or commander, or a person who has been delegated signature authority for all personnel who have had ration control violations or who have been the subject of a negative Provost Marshal or Criminal Investigation Division Command report. Provide an explanation of the circumstances of each offense and why approval of the decoration is still appropriate.

(2) A statement that the individual meets his or her service component's minimum physical readiness and weight control standards.

f. Defense decorations posthumously awarded 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.

(1) Requests for replacement of Defense decorations should be submitted IAW the procedures established by the separate military services. Defense decorations unattainable through normal supply channels may be obtained from USCINCPAC, ATTN: Director of Manpower, Personnel, and Support, Box 17, Camp H.M. Smith, HI 96861-5025.

(2) All other decorations will be replaced at cost. The Department of Defense does not replace miniature decorations. They must be purchased from commercial sources at the individual's expense.

g. A request for reconsideration of disapproved or downgraded recommendations must be placed in official channels within 1 year from the date of decision. A one-time reconsideration will be conclusive.

(1) When a lesser decoration is approved and the originator believes the higher decoration is warranted, he or she may submit to the approval authority a one page memorandum containing additional justification. The original recommendation must be enclosed. If the higher award is approved, the lesser decoration will be revoked.

(2) Recommendations previously disapproved may be resubmitted only if new evidence is furnished. The reconsideration must be forwarded through the same channels as the original recommendation.

h. Appendix G contains guidance on preparing a proposed citation. Appendix H contains sample opening and closing statements for citations.

10. ANNOUNCEMENT OF AWARDS. Approved Defense decorations will be announced on permanent orders.

a. Staff principals who have the authority to approve the JSCM and the JSAM will prepare permanent orders IAW AR 600-8-105 using their own unit letterhead. Staff directorates will also maintain their own orders control log and ensure filing procedures are conducted IAW AR 25-400-2. The format for the permanent order is exhibited at appendix K.

b. Staff principals will ensure distribution of the permanent order is provided to the service components listed at appendix C, page C-2.

11. CERTIFICATES. USFK Form 99 (USFK Certificate of Achievement) and USFK Form 100 (USFK Certificate of Appreciation) may be approved for the Commander, USFK, by the authorities listed in appendix B. Certificates will contain the personal signature of the approval authority. Approval authorities are responsible for accountability, preparation, and presentation of certificates.

a. The certificate of achievement may be used to recognize individuals or organizations for exceptional performance and outstanding achievement or acts that do not meet the requirements for a Defense award.

b. The certificate of appreciation may be used to recognize individuals or organizations for their significant contributions to USFK.

12. PRESENTATION OF AWARDS. Defense awards will be presented in an appropriate ceremony. Appropriate levels of presentation of awards are listed at appendix I.

13. EXCEPTION TO POLICY. Requests for exception to policy will be submitted IAW the format at appendix J.

Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-PP, Unit #15237, APO AP 96205-0010.

FOR THE COMMANDER:



MYRNA C. PHIFER
Assistant Adjutant General

OFFICIAL:
RICHARD F. TIMMONS
Lieutenant General, USA
Chief of Staff

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11 Appendixes

- A. References
- B. Defense Award Approval Authorities and Processing Procedures
- C. Processing Instructions for Award of the Joint Service Commendation Medal and Joint Service Achievement Medal
- D. Format for Ration Control and Provost Marshal Check, and Height, Weight, and Physical Readiness Statement
- E. Format for the Defense Distinguished Service Medal and the Defense Superior Service Medal Recommendation Memorandums
- F. Format for the Defense Meritorious Service Medal, Joint Service Commendation Medal, and Joint Service Achievement Medal Recommendation Memorandums
- G. Instructions for Citation Preparation and Sample Citation
- H. Sample Opening and Closing Statements for Citations
- I. Appropriate Levels of Presentation
- J. Format for Exception to Policy Memorandum
- K. Format for Permanent Order

Glossary

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2 - SOCKOR

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2 - USCINCPAC, ATTN: J1

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2 - MARFOR-K

APPENDIX A
REFERENCES

Section I. REQUIRED PUBLICATIONS

AR 25-400-2 (The Modern Army Recordkeeping System). Cited in paragraph 10a.

AR 600-8-105 (Military Orders). Cited in paragraph 10a.

DOD 1348.33-M (Manual of Military Decorations and Awards). Cited in appendixes C, E, F, and K.

UNC/CFC/USFK Reg 600-23 (UNC Honor Guard Ceremonies). Cited in paragraph 5c(2).

USCINCPACINST 5305.2 (Military and Civilian Awards and Decorations). Cited in paragraph 1 and appendix C.

Section II. RELATED PUBLICATIONS

AFI 36-2803 (The Air Force Awards and Decorations Program).

AR 600-8-22 (Military Awards).

AR 672-7 (C) (Armed Forces Decorations for Foreign Military Personnel (U)).

CFC Memo 672-1 (Individual Awards and Decorations).

DOD 5500.7-D (Standards of Conduct).

PL 95-105 (1977 Foreign Relations Act).

SECNAVIST 1650.1E (Awards Manual).

APPENDIX B

DEFENSE AWARD APPROVAL AUTHORITIES AND PROCESSING PROCEDURES

Award	Suspense to USFK/FKAG	Thru	Thru	Thru	Thru	Approval Authority	Command/ (Notes)
DDSM	150 Days	ACofS, J1	Cdr, USFK	USCINC-PAC	JCS	OSD	All (1)
DSSM	150 Days	ACofS, J1	Cdr, USFK	USCINC-PAC		JCS	All (1)
DMSM	30 Days					CofS, USFK	All (2,3,5)
JSCM	30 Days					CofS, CFC	CFC (2,3,5)
JSCM	30 Days					DCofS, USFK	UNC/USFK SOCKOR MARFOR-K JUSMAG-K (2,3,5)
JSCM	30 Days					Gen/Flag Officers	USFK (4,5)
JSAM						See Para B1	All (5)

NOTES:

1. Exceptions to policy for DDSMs and DSSMs must be forwarded 150 days prior to presentation for processing through USCINCPAC, JCS, and OSD for approval.
2. Exceptions to policy for DMSMs and JSCMs must be forwarded 150 days prior to presentation for processing through USCINCPAC to the JCS for approval.
3. The commander, ACC/Deputy Commander, USFK, is the approval authority for all U.S. Air Force personnel assigned to the Air Component Command (ACC).
4. JSCM approval authority is delegated to general/flag officers assigned to command and staff positions of USFK.
5. From 1 June thru 31 August each year, the suspense date to USFK/FKAG is 45 days.

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B-1. The Authority to approve Joint Service Achievement Medals for members of their staff (assigned, attached or TDY) is delegated to the following personnel:

a. Staff principals within HQ USFK as indicated below:

- (1) Secretary Combined Joint Staff (SCJS).
- (2) ACofS, J1, J2, J3, J4, and J5.
- (3) Deputy ACofS, J6 (the ACofS, J6 is not a joint manpower program (JMP) position).
- (4) ACofS, Resource Management.
- (5) ACofS, Engineer.
- (6) Public Affairs Officer.
- (7) Judge Advocate.
- (8) Provost Marshal.
- (9) Command Chaplain.

b. Staff principals within HQ UNC/ROK-U.S. CFC as indicated in paragraphs B-1b(l) thru B-1b(6).

- (1) SCJS.
- (2) Secretary, UNC Military Armistice Commission.
- (3) Deputy ACofS, C1, C2, C4, and C6.
- (4) ACofS, C3 and C5.
- (5) Deputy ACofS, Engineer.
- (6) MARFOR-K.

c. The CofS, UNC/ROK-U.S. CFC, and Deputy CofS, UNC/USFK, for all recommendations pertaining to individuals in their respective HQ whose staff principal has not been delegated approval authority.

- d. Commander, SOCKOR.
- e. Chief, JUSMAG-K.
- f. Commander, UNC-Rear.
- g. Commander, ACC/Deputy Commander, USFK.
- h. Commander, Marine Forces Korea.

B-2. The authority to approve the JCSM for members of their staff is delegated to general/flag officers assigned to command and staff positions of USFK.

B-3. Further delegation is not authorized.

APPENDIX C

PROCESSING INSTRUCTIONS FOR AWARD OF THE JOINT SERVICE COMMENDATION
MEDAL AND JOINT SERVICE ACHIEVEMENT MEDAL

<u>Activity</u>	<u>Action(s) Required</u>
Recommending Official	<ol style="list-style-type: none"> 1. Consult DOD 1348.33-M and USCINCPACINST 5305.2 to determine eligibility. 2. Verify personnel were assigned to a joint activity. 3. Prepare official memorandum, to include required statements and enclosures described in paragraph 9e. NOTE: Narrative justification is not included unless required by the approval authority. Sample memorandum is at appendix F. 4. Forward to appropriate approval authority.
Approval Authority	<p>Review award recommendation and take one of the following actions:</p> <ol style="list-style-type: none"> 1. Approve the award recommendation. Prepare JSCM and JSAM certificate and citation and obtain JSCM and JSAM medal set. Prepare the orders and insure the distribution process outlined on page C-2 is followed. Upon publication of permanent orders, return the completed decoration package to the recommending official for presentation. 2. Approve a lesser form of recognition. Prepare appropriate award certificate, certificate of achievement or appreciation according to paragraph 11. Return to the recommending official for presentation. 3. Disapprove the award recommendation. Prepare endorsement to recommending official stating reason(s) for disapproval.

NOTE: When the approval authority is also the recommending official, the act of signing the memorandum constitutes approval of the award.

USFK Reg 672-2

Approval authorities will ensure the appropriate service component is indicated on the distribution of the permanent order. Addresses for each service component is provided as follows:

a. U.S. Army.

(1) Officer: Commander, U.S. TAPC, ATTN: TAPC-MSR, 200 Stovall Street, Alexandria, VA 22332.

(2) Enlisted: Commander, USAEREC, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249.

b. U.S. Air Force (Officer and Enlisted) - HQ AFPC/DPPBR, 550 C Street West, Randolph AFB, TX 78150-4707.

c. U.S. Navy (Officer and Enlisted) - Chief of Naval Operations, Department of the Navy, ATTN: OP-09B33, Washington, DC 20350-2000.

d. U.S. Marine Corps (Officer and Enlisted) - Commandant, USMC, ATTN: MSDM, Washington, DC 20380.

APPENDIX D

FORMAT FOR RATION CONTROL AND PROVOST MARSHAL CHECK,
AND HEIGHT, WEIGHT, AND PHYSICAL READINESS STATEMENT

Office Symbol (MARKS)

(Date)

MEMORANDUM FOR Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010

SUBJECT: Ration Control and Provost Marshal Check, and Height, Weight, and Physical Readiness Statement

1. I certify a ration control check was accomplished for (Rank and Name) for the purpose of an award recommendation. Violations were/were not found. (If violations are discovered, they must be explained on a separate attachment).
2. I certify a Provost Marshal Office check was accomplished for the individual identified above, for the purpose of an award recommendation. Violations were/were not found. (If violations were discovered, they must be explained on a separate attachment).
3. (Rank and Name) does/does not meet his/her service's height, weight, and physical readiness requirements.

SIGNATURE BLOCK OF RECOMMENDING
OFFICIAL

APPENDIX E

**FORMAT FOR THE DEFENSE DISTINGUISHED SERVICE MEDAL AND THE DEFENSE
SUPERIOR SERVICE MEDAL RECOMMENDATION MEMORANDUMS**

(Use originating activity's letterhead)

Office Symbol (MARKS)

(Date)

MEMORANDUM THRU (Command channels)

For Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010

SUBJECT: Recommendation for the Award of the Defense Distinguished Service Medal/Defense Superior Service Medal - (Rank, first name, middle initial, last name, and branch of service).

1. Under the provisions of DOD 1348.33-M, recommend the following individual be awarded the Defense Distinguished Service Medal/Defense Superior Service Medal for distinguished/superior meritorious service:
 - a. Full rank, first name, middle initial, last name, branch of service, social security number.
Note: Do not insert a period after the social security number.
 - b. Organization and command of assignment. (Example: Headquarters United Nations Command/Combined Forces Command (UNC/CFC) and United States Forces Korea (USFK)).
 - c. Duty titles(s), Joint Manpower Program unit identification code, and paragraph /line number. (Example: Deputy Commander in Chief, CFC Para/Line number: 2345/01, Headquarters USFK, ZC7890).
 - d. Specific inclusive dates for which recommended. (Example: 5 March 1993 through 9 March 1995. (Note: For a PCS award, the close-out date should be one day prior to the projected departure date. For separation, the close-out date should reflect the actual date of separation. For a retirement award, the close-out date should be one day prior to the retirement date).
 - e. Service member is departing on a permanent change of station on (date) or will retire/separate from active duty on (date) after ___ years and ___ months of honorable service.
 - f. Presentation is desired on (date).

USFK Reg 672-2

Office Symbol (MARKS)

SUBJECT: Recommendation for the Award of the Defense Distinguished Service Medal/Defense Superior Service Medal - (Rank, first name, middle initial, last name, and branch of service).

g. Request award be forwarded to (complete mailing address and Zip code).

h. No other recommendation for award to this individual is pending and he/she has not received a previous award for service and dates identified in paragraph 1d of this memorandum. (If a previous award was presented, indicate by listing the type of award and inclusive dates. Additionally, include as an attachment to the award package a copy of the approved citation and order). (Example: Joint Service Commendation Medal, 10 February 1994 through 31 March 1994).

i. Previous personal defense decorations and inclusive dates.

j. Reason for late submission (only if this is applicable).

2. Enclosed is the narrative description of service rendered and the proposed citation.

NOTE: The narratives for both the Defense Distinguished Service Medal and the Defense Superior Service Medal will not exceed three single-spaced, block formatted, right margin justified, typewritten pages. Use 12-point courier font. Narratives should be specific and factual, providing solid examples of exactly what the service member accomplished, how it was accomplished, what benefits or results were realized, and why or how such benefits or results significantly exceeded routine performance of duty. Acronyms will be spelled out the first time used, followed by the acronym in parentheses.

SIGNATURE ELEMENT OF RECOMMENDING
OFFICIAL

3 Encls

1. Narrative Description
2. Proposed Citation
3. Supporting Documentation

APPENDIX F

**FORMAT FOR THE DEFENSE MERITORIOUS SERVICE MEDAL, JOINT SERVICE
COMMENDATION MEDAL, AND JOINT SERVICE
ACHIEVEMENT MEDAL RECOMMENDATION MEMORANDUMS**

(Use originating activity's letterhead)

Office Symbol (MARKS)

(Date)

MEMORANDUM THRU (Command channels or Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010, for DMSMs and JSCMs that must be approved by the Chiefs of Staff, CFC/USFK, and Deputy Chief of Staff, USFK). Refer to appendix B.

FOR (See approval authorities denoted in appendix B).

SUBJECT: Recommendation for the Award of the Defense Meritorious Service Medal/Joint Service Commendation Medal/Joint Service Achievement Medal (list oak leaf clusters if applicable)
- (Rank, first name, middle initial, last name, and branch of service).

1. Under the provisions of DOD 1348.33-M, recommend the following individual be awarded the Defense Meritorious Service Medal/Joint Service Commendation Medal/Joint Service Achievement Medal:
 - a. Full rank, first name, middle initial, last name, branch of service, social security number.
Note: Do not insert a period after the social security number.
 - b. Organization and command of assignment. (Example: Headquarters United Nations Command/Combined Forces Command (UNC/CFC) and United States Forces Korea (USFK)).
 - c. Duty titles(s), Joint Manpower Program unit identification code, and paragraph /line number (if available). (Example: Deputy Commander in Chief, CFC Para/Line number: 2345/01, Headquarters USFK, ZC7890).
 - d. Specific inclusive dates for which recommended. (Example: 5 March 1993 through 9 March 1995. **Note:** For a PCS award, the close-out date should be one day prior to the projected departure date. For separation, the close-out date should reflect the actual date of separation. For a retirement award, the close-out date should be one day prior to the retirement date).
 - e. Service member is departing on a permanent change of station on (date) or will retire/separate from active duty on (date) after ___ years and ___ months of honorable service.

USFK Reg 672-2

Office Symbol (MARKS)

SUBJECT: Recommendation for the Award of the Defense Meritorious Service Medal/Joint Service Commendation Medal/Joint Service Achievement Medal - (Rank, first name, middle initial, last name, and branch of service).

f. Presentation is desired on (date). Please forward award to (complete mailing address):

g. No other recommendation for award to this individual is pending and he/she has not received a previous award for service and dates identified in paragraph 1d of this memorandum. (If a previous award was presented, indicate by listing the type of award and inclusive dates. Additionally, include as an attachment to the award package a copy of the approved citation and order). (Example: Joint Service Commendation Medal, 10 February 1994 through 31 March 1994).

h. Previous personal defense decorations and inclusive dates.

i. Reason for late submission (only if this is applicable).

2. Enclosed is the narrative description of service rendered and the proposed citation. Note: Narrative will not exceed one typewritten, single-spaced, block formatted, right margin justified page using 12-point courier font. The narrative should be specific and factual, giving solid examples of precisely what the service member accomplished, what benefits or results were realized, and why or how such benefits or results exceeded routine duty performance. Acronyms will be spelled out the first time used, followed by the acronym in parentheses.

SIGNATURE ELEMENT OF RECOMMENDING
OFFICIAL

3 Encls

1. Narrative Description
2. Proposed Citation
3. Supporting Documentation

APPENDIX G

INSTRUCTIONS FOR CITATION PREPARATION
AND SAMPLE CITATION**G-1. General.**

a. The citation is a brief description of the act, achievement, or service, typed on an 8 1/2 by 11 inch plain sheet of bond paper. The body will be double-spaced and not exceed one page. A sample citation is shown on page G-3. Margins on Air Force, Navy, and Marine Corps personnel cannot be less than one inch on the top, left and right and three inches on the bottom. For Army personnel citations, margins cannot be less than 1 1/2 inch on the top, left and right and three inches on the bottom.

b. Be specific and factual. Avoid superfluous adjectives and other embellishments. For example, do not use "long hours" if you mean "many hours." All hours are the same length, but some feel longer than others. Avoid compound verbs. Instead of saying "his efforts have resulted...", state "his efforts resulted..."

c. The from and to dates must agree with the award recommendation memorandum and narrative. Use only one set of inclusive dates. If the individual has had more than one duty title, list all duty titles and one set of inclusive dates to cover all duty titles.

d. Do not use code names. Do not use acronyms or abbreviations other than Jr., Sr., etc., associated with the individual's name. For compound grade titles such as Lieutenant Colonel and Staff Sergeant, spell out the complete grade title in the opening sentence, and use the non-specific title in the remainder of the citation (colonel or sergeant).

e. For retirement awards use the word "long" only for service that exceeds 30 years. Service of 30 years or more is calculated from the service member's total active federal military service date.

f. Do not hyphenate or over capitalize words. If a date is divided, only the year is carried over to the next line.

g. Use 1st, 2d, 3d only for numeric designation of units.

G-2. Opening and closing sentences.

a. The opening sentence must identify the awardee by rank, branch of service, name, and duty assignment (except where the act was not performed as part of a duty assignment), the duty location, and inclusive dates.

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b. Confine the closing to one sentence that should personalize the summation by use of the awardee's name and his/her attributes. Do not use himself/herself in the closing sentence. The use of him/her will be used instead. The closing sentence for reserve members not on extended active duty will read: "The singularly distinctive accomplishments of (name) reflect credit (great credit) upon him/her, the Air National Guard, the United States Air Force (if appropriate, the organization, agency, command), and the Department of Defense.

**SAMPLE CITATION TO ACCOMPANY THE AWARD OF
(NAME OF THE DEFENSE DECORATION)**

(List Oak Leaf Clusters if applicable)

TO

JOHN Q. PUBLIC

Lieutenant Colonel John Q. Public, United States Air Force, distinguished himself by exceptionally superior service as Command Staff Judge Advocate and Command Advocate to the Commander in Chief, North American Aerospace Defense Command; Commander in Chief, United States Space Command; and Commander, Air Force Space Command, from 2 August 1992 to 31 August 1995. Colonel Public's farsighted leadership and superlative management skills led to the establishment of a space law functional area to analyze, define, and advocate the space law requirements associated with United States military space operations. Colonel Public's efforts brought together hundreds of high-level civilians and military government officials at Colorado Springs to participate in symposia on national security issues in the context of space law. His creation of a productive government/industrial dialogue on vital government requirements, through conferences with industry and computer-based information systems, led to vastly improved mission performance on contract tasks. The distinctive accomplishments of Colonel Public culminate a distinctive career in the service of his country and reflect great credit upon him, the United States Air Force, and the Department of Defense.

APPENDIX H

SAMPLE OPENING AND CLOSING STATEMENTS FOR CITATIONS

Defense Distinguished Service Medal

- Opening Sentence Major General John E. Doe, United States Air Force, distinguished himself by exceptionally superior meritorious service while serving as Deputy Commander in Chief, Military Airlift Command, from 10 May 1992 to 10 May 1994.
- Closing Sentence The singularly distinctive accomplishments of General Doe reflect the highest credit upon him, the United States Air Force, and the Department of Defense.
- (Retirement) The singularly distinctive accomplishments of General Doe culminate a (long and) distinctive career in the service of his country and reflect the highest credit upon him, the United States Air Force, and the Department of Defense.
- (Posthumous) General Doe's sustained outstanding performance of duty in dedicated service to his country reflect the highest credit upon him, the United States Air Force, and the Department of Defense.

Defense Superior Service Medal

- Opening Sentence Colonel Jane B. Goode, United States Army, distinguished herself by exceptionally superior meritorious service while serving as Executive Officer, Logistics Directorate, Organization of the Joint Chiefs of Staff, from 4 April 1992 to 15 April 1994.
- Closing Sentence The singularly distinctive accomplishments of Colonel Goode reflect great credit upon her, the United States Army, the Organization of the Joint Chiefs of Staff, and the Department of Defense.
- (Retirement) The singularly distinctive accomplishments of Colonel Goode culminate a (long and) distinctive career in the service of her country and reflect great credit upon her, the United States Army, the Organization of the Joint Chiefs of Staff, and the Department of Defense.
- (Separation) The singularly distinctive accomplishments of Colonel Goode while serving her country reflect great credit upon her, the United States Army, the Organization of the Joint Chiefs of Staff, and the Department of Defense.

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(Posthumous) The singularly distinctive accomplishments of Colonel Goode in the dedicated service to her country reflect great credit upon her, the United States Army, the Organization of the Joint Chiefs of Staff, and the Department of Defense.

Defense Meritorious Service Medal

Opening Sentence Master Sergeant Richard R. Rich, United States Air Force, distinguished himself by exceptionally meritorious service (or achievement) as Joint Personnel Policy Manager, United States Forces Korea, Office of the Assistant Chief of Staff, J1, from 8 May 1994 to 4 May 1995.

Closing Sentence The distinctive accomplishments of Sergeant Rich reflect credit upon him, the United States Air Force, and the Department of Defense.

(Retirement) The distinctive accomplishments of Sergeant Rich culminate a distinguished career in the service of his country and reflect great credit upon him, the United States Air Force, and the Department of Defense.

(Separation) The distinctive accomplishments of Sergeant Rich while serving his country reflect great credit upon him, the United States Air Force, and the Department of Defense.

(Posthumous) The distinctive accomplishments of Sergeant Rich in the dedication of of his service to his country reflect great credit upon him, the United States Air Force, and the Department of Defense.

Joint Service Commendation Medal

Opening Sentence Lieutenant Commander Jimmy J. Jones, United States Navy, distinguished himself by exceptionally meritorious service (or achievement) as the Actions Officer, Office of the Commander Naval Forces Korea from 20 January 1994 to 21 January 1995.

Closing Sentence The distinctive accomplishments of Commander Jones reflect credit upon him, the United States Navy, and the Department of Defense.

(Retirement) The distinctive accomplishments of Commander Jones culminate a distinctive career in the service of his country and reflect credit upon him, the United States Navy, and the Department of Defense.

(Separation) The distinctive accomplishments of Commander Jones while serving his country reflect credit upon him, the United States Navy, and the Department of Defense.

(Posthumous) The distinctive accomplishments of Commander Jones in the dedication of his service to his country reflect credit upon him, the United States Navy, and the Department of Defense.

Joint Service Achievement Medal

Opening Sentence Lance Corporal Bubba B. Bigg, United States Marine Corps, distinguished himself by meritorious achievement as the Communications Liaison Manager, HQ USCINCPAC, from 28 January 1992 to 28 January 1995.

Closing Sentence The distinctive accomplishments of Corporal Bigg reflect credit upon him, the United States Marine Corps, and the Department of Defense.

APPENDIX I

APPROPRIATE LEVELS OF PRESENTATION

	Commanders or Staff Principals (06 and higher)	Chief of Staff	CINC or Deputy Cdr
Defense Distinguished Service Medal			X
Defense Superior Service Medal		X (Note 1)	
Defense Meritorious Service Medal	X		
Joint Service Commendation Medal	X		
Joint Service Achievement Medal	X		
USFK Certificate of Achievement	X		
USFK Certificate of Appreciation	X		
NOTES:			
1. Presentation will be by the Commander USFK/CINC UNC/CFC, for recipients in the grade of 08 or higher.			
2. Presentation of Defense decorations to officers in the grade of 06 or higher will be by an appropriate U.S. general/flag officer.			

APPENDIX J

FORMAT FOR EXCEPTION TO POLICY MEMORANDUM

Office Symbol (MARKS)

(Date)

MEMORANDUM THRU (Command channels)

FOR Commander, USFK, ATTN: FKAG, Unit #15237, APO AP 96205-0010

SUBJECT: Recommendation For the Award of the (type of decoration) as an Exception to Policy For (Rank, first name, middle initial, last name, and branch of service).

I recommend the following individual for (Award name and acronym), (first/second) Oak Leaf Cluster (if applicable), as an exception to policy:

- a. Full rank, first name, middle initial, last name, branch of service, social security number.
- b. Organization and command of assignment.
- c. Duty title at the time of act or service. Include Joint Manpower Program paragraph and/or line number or JDA list, number, as applicable.
- d. Specific inclusive dates for which recommended.
- e. Service member is departing permanent change of station on (date) OR will separate from active duty on (date) OR will retire from active duty on (date) after _____ years and _____ months of honorable service.
- f. Presentation is desired on (date). Please forward award to (mailing address):
- g. Previous personal defense decorations and inclusive dates:
- h. No other award for this individual for this action are pending and no previous award has been made for the act or service described herein.
- i. Reason for late submission (if applicable).
- j. The following justification is provided in support of this exception to policy request:

USFK Reg 672-2

3 Encls

1. Narrative Description
2. Proposed Citation
3. Support Documentation (if applicable)

Signature Element of
Recommending Official

NOTE 1: (Paragraph 1d) - For IMAs/SELRES include total number of active duty days individual served with a joint organization. Active duty days do not have to be consecutive.

NOTE 2: (Paragraph 1j) - The more specific and thorough you are justifying an exception to policy, the more likely your request will be successful. At a minimum address the following in your justification:

- a. The applicable joint/combined/international organization is listed on the Joint Duty Assignment List as approved by the Secretary of Defense.
- b. The individual spends a significant amount of time involved in joint matters in carrying out his or her responsibilities to the joint/combined/international activity.
- c. The individual receives an official performance evaluation from an officer of the joint/combined/international activity who is in a billet on a Joint Manpower Program (JMP) document. Give the evaluator's name, unit identification code and JMP billet paragraph/line number.
- d. The individual is formally assigned to an authorized billet in the joint/combined/international activity.
- e. The billet to which the individual is assigned is documented on the Joint Duty Assignment List as having been approved by the Secretary of Defense.

APPENDIX K

FORMAT FOR PERMANENT ORDER

EXAMPLE

FOR OFFICIAL USE ONLY

Organization Letterhead
Unit XXXXX
APO AP XXXXX-XXXX

PERMANENT ORDERS XXX

4 April 1995

DOE JOHN C 123-45-6789 MSGT HQ USFK APO AP 96205-0010

Announcement is made of the following award:

Award: Joint Service Achievement Medal

Date(s) or period of service: 1 December 1993 to 30 November 1994

Authority: DOD 1348.33-M, dated 30 July 1990

Reason: For meritorious service/achievement

Format: 320

I.M. WRIGHT
Colonel, USAF
Assistant Chief of Staff, J1

DISTRIBUTION: (See appendix C, page C-2)

EAPC-PA-A (1)

EAIM-R-PM (2)

Cdr, 199th PSC, ATTN: Records, APO AP 96205 (1)

Cdr, USAEREC, ATTN: PCRE-FS, Ft. Benjamin Harrison, IN. 46249 (1)

Indiv unit (1)

Indiv conc (1)

INDIVIDUAL MUST INSURE A COPY OF THE ORDERS AND CERTIFICATE IS PLACED IN
THEIR PERSONNEL RECORDS

EXAMPLE

GLOSSARY

ABBREVIATIONS

ACC	Air Component Command
ACofS	Assistant Chief of Staff
CFC	Combined Forces Command
CINC	Commander in Chief
CNFK	Commander, U.S. Naval Forces Korea
CSCT	Combat Support Coordination Team
DDSM	Defense Distinguished Service Medal
DMSM	Defense Meritorious Service Medal
DSSM	Defense Superior Service Medal
HQ	Headquarters
IAW	in accordance with
IM	Information Management
IMA(s)	Individual Mobilization Augmentee(s)
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
JUSMAG-K	Joint United States Military Affairs Group-Korea
MARFOR-K	Marine Forces, Korea
PERSCOM	personnel command
ROK	Republic of Korea
SCJS	Secretary Combined Joint Staff
SELRES	Selected Reserves

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SOCKOR	Special Operations Command-Korea
TDY	Temporary Duty
TSAK	Training Support Activity-Korea
UNC	United Nations Command
U.S.	United States
USFK	United States Forces Korea