



DEPARTMENT OF THE ARMY
HEADQUARTERS
2ND INFANTRY DIVISION/ROK-US COMBINED DIVISION
UNIT #15041
APO AP 96258-5041

EAID-CG

Q 4 JAN. 2016.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1-1, 2ID/RUCD Consolidated Awards Policy

1. References:

- a. Army Regulation 600-8-22, Military Awards, 25 June 2015.
- b. Army Regulation 601-280, Army Retention Program, 15 September 2011.
- c. Army Regulation 608-1, Army Community Service Center, 13 March 2013.
- d. Army Regulation 672-20, Incentive Awards, 1 April 2014.
- e. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
- f. DoD Directive 1300.25-M, Civilian Personnel Manual, Subchapter 451, "Awards."
- g. DoD Instruction 1100.21, Voluntary Services in the Department of Defense, 11 March 2002.
- h. DoD Manual 1348.33, Vol. 1 Manual of Military Decorations and Awards, 23 November 2010, Incorporating change 2, 7 March 2013.
- i. DoD Manual 1348.33, Vol. 3 Manual of Military Decorations and Awards, 23 November 2010, Incorporating change 2, 13 March 2015.
- j. Executive Order 12830, Establishing the Military Outstanding Volunteer, 9 January 1993
- k. President's Volunteer Service Award Program <http://presidentalserviceawards.gov>.
- l. Title 5, Code of Federal Regulation, Administrative Personnel, 1 January 2012.
- m. United States Code Title 5, Government Organizations and Employees, Chapters 12, 21, 33, 43, 45, 53, and 71.
- n. United States Forces Korea Regulation 672-2, Defense Awards and Decorations, 8 August 2013.

2. This policy supersedes 2ID/RUCD Policy Letter 1-1, Consolidated Awards Policy, and dated 13 September 2013. This policy remains in effect until rescinded or superseded.

3. Applicability: This policy applies to all units and personnel assigned or attached to 2ID/RUCD, all 2ID civilian employees, and all 2ID/RUCD Family members.

4. Policy: Deserving Service members, including ROK-A officers, Korean Augmentees to the United States Army (KATUSA), Soldiers, civilian employees, and Family members should receive appropriate and timely awards for their service and/or achievements. Ensuring that awards are timely is both a leader and command responsibility.

a. An award is a decoration, medal, coin, badge, or ribbon bestowed on an individual or unit. Any individual who personally recognizes or witnesses a Service member performing an act of heroism, valor and/or rendering notable service should respectfully recommend that Soldier for a suitable decoration, IAW AR 600-8-22. The recommendation must go through the proper military command channels for consideration. A Soldier cannot recommend himself/herself for any award.

b. Each award stands on its own merit based on written justification. The recommender's choice of words has a major impact on the award the Service member receives. Refrain from using any jargon or slang in award recommendations. The recommender must list specific quantifiable accomplishments which support the level of recommended award. The recommender will state all accomplishments that distinguish the Soldier or KATUSA from his/her peers. There are three criteria to consider in recommending a PCS/Retirement Award: manner of performance, scope of responsibility and duration in position.

c. Military Awards. Units will submit awards requiring the 2ID/RUCD Commanding General or higher approval using electronic forms and digital signatures (e.g. Fillable.pdf, DA Form 638). All 2ID/RUCD units will only submit Meritorious Service Medals (MSMs) and Legions of Merit (LOMs) through the 2ID/RUCD G1 for processing. The HHBN and 23 CBRNE will submit Army Commendation Medals (ARCOMs) to the 210th Fires Brigade for approval consideration.

(1) Executing an awards program in a timely fashion is a visible indication of a leader's genuine sense of taking care of subordinates. The standard for awards in the 2nd Infantry Division/ ROK-US Combined Division is that they are processed and approved so the Soldier or Family member receives the award in front of their peers prior to departure at an appropriate ceremony or venue. The following timelines apply as such:

(2) Submit MSMs to the G1 not later than 30 days before the proposed award presentation date.

(3) Submit LOMs to the G1 not later than 60 days before the proposed presentation date (PPD). Commanders must take this lead time into account to ensure military awards are presented before the military member departs.

(a) Submit KATUSA awards not later than 6-months prior to their ETS.

(b) Submit awards for ROK-A officers assigned to 2ID/RUCD not later than 6-months from their PCS.

(4) MSC commanders in the grade of O-6 are delegated authority to disapprove or downgrade recommendations for award of the MSM for personnel assigned or attached to their command, provided they have authority to approve ARCOMs. Downgraded award recommendations do not require submission to the G1; MSC S1s will complete the ARCOM certificate and the MSC commanders will sign the certificate at their level. The HHBN and 23 CBRNE Commanders are delegated authority to disapprove or downgrade recommendations for the award of the ARCOM for personnel assigned or attached to their command.

(5) Service members who serve in multiple units during their tour in Korea will receive a Letter of Continuity summarizing their achievements in their first unit, to be included in their PCS award.

(6) All Department of the Army awards for KATUSA or ROK Service members must be submitted to the G1 not later than 180 days before the presentation date to allow for coordination with the US Embassy and Central Clearance Facility in Fort Meade, MD.

(7) The Deputy Commanding Generals are delegated the authority to approve Impact awards of the ARCOM and AAM as allowed IAW AR 600-8-22 table 3-2.

d. Civilian Awards. Civilian employees are key members of the 2ID/RUCD team and make important contributions to the mission of 2ID/RUCD in Korea. Commanders and directors will ensure that these employees receive appropriate and prompt recognition for their achievements. Recognizing the contributions of our dedicated civilian employees is a leadership responsibility.

(1) Commanders and directors should use the Incentive Awards Program to recognize their civilian employees with a variety of monetary, honorary, and time-off awards. Failure to recognize deserving civilians before they depart or to recognize noteworthy achievements in a timely manner is a failure to meet our responsibilities as leaders.

(2) Civilian awards will be submitted to G1 at least 90 days before the planned presentation date or, if the employee is departing the command, at least 90 days before the employee's departure date.

(3) Nominators should submit awards 120 days before the planned presentation if they require approval of the USFK Commander, Secretary of the Army, Secretary of the Air Force, Secretary of the Navy, Marine Corps and US Embassy coordination.

e. Volunteer and Public Service Awards. Volunteers continue to make tremendous contributions throughout the Army in Korea. They do more than accomplish specific tasks; each demonstrates compassion, commitment and enthusiasm. In doing so, they help sustain and enrich our lives. Their success in helping us accomplish our missions and enhance our quality-of-life programs should be officially recognized.

(1) Tactical commanders are encouraged and empowered to recognize the great efforts of volunteers with appropriate awards. Several Department of the Army awards are available to the commander, from scrolls of appreciation to Department of the Army awards for service with broader benefits. Soldier-volunteers are also eligible for the Military Outstanding Volunteer Service Award, which offers promotion points.

(2) When a Soldier is to receive an award before leaving an organization, commanders and other leaders should consider awarding the Soldier's spouse as well, especially when the spouse has served as a volunteer in support of our Soldiers and Families.

(3) These awards are not driven by an accumulation of hours worked. Nominations must be submitted at least 90 days before the intended presentation date if the CG, Eighth Army is the approval authority. Commanders must plan accordingly.

(4) In addition to volunteer awards presented by tactical commanders, there are multiple award recognition programs to include the Annual Volunteer Recognition Ceremony, hosted by the Installation Management Command (IMCOM), in Korea. These programs are complementary to the tactical commander's program in recognizing our great volunteers.

(5) Volunteers often work behind the scenes. Because of this, their accomplishments may go unrecognized. Commanders and other leaders are encouraged to give these selfless individuals the recognition they deserve by nominating them for volunteer and public service awards. This recognition will show appreciation to those who dedicate their time to helping the Warrior team.

(6) The Helping Hands Award will be routed through 2ID/RUCD G1.

f. Safety Awards Program. Safety awards enhance Army operations and improve safety awareness through recognition and promotion of individual and organizational accident prevention measures and successes. 2ID/RUCD Safety awards will be made to individuals and units based on their overall safety achievements. Commanders/Safety Managers of MSCs will ensure nominations for DA, Eighth Army, Aviation Mishap Prevention and unit/individual awards are properly documented and submitted through the 2nd Infantry Division/ROK-US Combined Division Commander for approval and submission to Eighth

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Army. 2ID/RUCD Command Safety Office will staff all awards for CG, 2d Infantry Division approval. The command Safety Director will ensure the Safety and Accident Prevention Awards Program is effectively administered, including necessary budget requirements to procure award items. Records of awards will be maintained in accordance with AR 25-400-2. The following are the Safety Awards that MSCs should submit each year:

(1) Unit Safety Certification. The 2ID/RUCD Command Safety Office will work with MSC safety offices to promote the Army's unit safety certification program in accordance with reference c. The 2ID/RUCD Command Safety Office shall provide accident data and assist in evaluation of units nominated for certification. A yearly Safety Streamer will be provided to Brigade and Battalion Level for units that have gone one year accident free (accident Class A through C).

(2) Promotion of Prevention Awards Program. Commanders at all levels will promote the Prevention Awards Program using all available means. The 2ID/RUCD Command Safety Office will develop and distribute educational and marketing information on the Eighth Army and the Army's Safety Awards Program. Safety officers will ensure all members of the organization are aware of this program.

(3) Eighth Army Level Safety Awards. Eighth Army Exceptional Organization Safety Award, Eighth Army Individual Award for Excellence in Safety and Eighth Army Aviation Mishap Prevention Award are awards that are available to be submitted by MSCs to be received by the CG, Eighth Army. All award submissions will be coordinated through 2ID/RUCD Command Safety Office for CG, 2nd Infantry Division/ROK-US Combined Division approval and submission to Eighth Army.

(4) Organizational Safety Awards. Commanders are required to establish and fund a safety awards program, to include provisions for impact awards, in accordance with reference c. The unit safety representative should manage the safety awards program through coordination with the unit administration officer. Commanders are encouraged to develop and issue policies for Safety Impact Awards to promote safety awareness through on the spot recognition of safety related actions which are above and beyond what is required of an individual or organization, and which would normally go unnoticed. Impact award items should convey safety information that supports the organization's safety mission, rather than organization logos or general organization slogans.

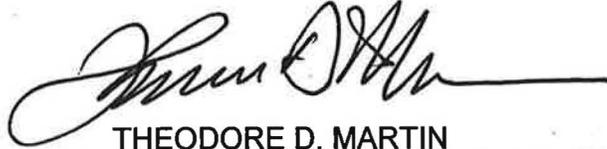
(5) Impact Safety Awards. The Command Safety Office will recognize distinctive accomplishments and achievements that promote safety awareness through impact safety awards. Actions to protect individuals from harm's way or to safeguard military equipment to sustain the fighting force will be recognized. These impact awards will consist of coins, key-chains, coffee or travel mugs, and pens with safety logos affixed. Soldiers, Government Civilians, Contractors, and Family Members whose actions are noteworthy and witnessed by a representative of the Command Safety Office will receive on-the-spot recognition.

5. POC: Questions regarding this policy should be directed to the 2ID/RUCD, ACofS, G1, DSN: 732-6131.

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6. Questions regarding this policy should be directed to the 2ID/RUCD G1, Essential Personnel Services, at DSN: 732-8705/8707.



THEODORE D. MARTIN
Major General, US Army
Commanding

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