DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF

FEB 2 8 2012

EAID-CG

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

a. DoD 13483.33M, Manual of Military Decorations and Awards, September 1996.

b. AR 600-8-22, Military Awards, 11 December 2006.

c. USFK Reg. 672-2 Defense Awards and Decorations, 22 April 1997.

d. USFK Command Policy #21, Military Awards (Peacetime), 11 November 2008.

e. 2ID Delegation of Award Approval Authority (Peacetime), 11 November 2009.

f. Title 5, Code of Federal Regulations, Parts 430, 451, 531, and 534.

g. Chapters 12, 21, 33, 43, 45, 53, and 71 of Title 5, United States Code.

h. DoD Directive 1300.25-M, Civilian Personnel Manual, Subchapter 451, "Awards."

i. AR 672-20, Incentive Awards, 29 January 1999.

j. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.

k. MCO 12430.2 (Civilian Awards).

l. USFK Command Policy Letter #22, Civilian Employee Awards, 23 June 2006.

m. President's Volunteer Service Award Program. http://presidentialserviceawards.org/tg/pssa.

n. Executive Order 12830, Establishing the Military Outstanding Volunteer, 9 January 1993.

o. DoD Instruction 1100.21, Voluntary Services in the Department of Defense, 11 March 2002.

p. AR 608-1, Army Community Service Center, 19 September 2007.

q. USFK Command Policy #23, Volunteer and Public Service Awards, 9 June 2006.

r. 2ID Policy Letter #2, 8 January 2008.

s. AR 601-280, Army Retention Program, 4 March 2011.

2. This policy supersedes 2ID Policy Letters #21, Military Awards, dated 11 May 2010, #22, Civilian Employee Awards, dated 25 February 2010, and #23, Volunteer and Public Service Awards, dated 05 March 2010. This policy remains in effect until rescinded or superseded.

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

4. Policy: Deserving Service members, to include 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 their achievements. Ensuring that awards are timely is both a leadership and command responsibility.

a. An award is a decoration, medal, 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 your statements. The recommender must point out 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.

c. **Military Awards**. Units will submit awards requiring the 2ID Commanding General or higher approval using electronic forms and digital signatures (e.g. Pure Edge, DA Form 638). 1HBCT, 2CAB, 210th Fires Brigade, and Headquarters and Headquarters Battalion, 2ID will only submit Meritorious Service Medals (MSMs) and Legions of Merit (LOMs) through the 2ID G1 for processing. The HHBN 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 2d Infantry 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) MSMs must be submitted to the G1 not later than 30 days before the proposed award presentation date.

(3) LOMs must be submitted 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.

(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 Commander is delegated authority to disapprove or downgrade recommendations for the award of the ARCOM for personnel assigned or attached to their command.

(5) All award recommendations requiring the 2ID Commanding General's endorsement require a current copy of the Service member's Physical Fitness Test (within six months of the PPD) and the Service member's weapons qualification (within one year of the PPD).

(6) 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.

d. **Civilian Awards**. Civilian employees are key members of the 2ID team and make important contributions to the mission of 2ID in Korea. I expect commanders and directors to 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) Because the review and approval process for high-level honorary awards is lengthy, every effort must be made to submit nominations requiring my approval to this headquarters at least 60 days before the planned presentation date or, if the employee is departing the command, at least 60 days before the employee's departure date

(3) Nominators should submit awards 90 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) Preparing nominations for these awards is easy-they are based solely on performance and 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 signature is desired on the award. 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) Our volunteers often work behind the scenes. Because of this, their accomplishments may go unrecognized. I strongly encourage tactical commanders and other leaders to give these selfless individuals the recognition they deserve by nominating them for volunteer and public service awards. This recognition will show that we appreciate those who dedicate their time to helping the Warrior team.

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 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, EUSA, Aviation Mishap Prevention and unit/individual awards are properly documented and submitted through the 2d Infantry Division Commander for approval and submission to EUSA. 2ID Command Safety Office will staff all awards for my 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 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 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 Command Safety Office will develop and distribute educational and marketing information on the EUSA and the Army's Safety Awards Program. Safety officers will ensure all members of the organization are aware of this program.

(3) Eighth U.S. Army Level Safety Awards. EUSA Exceptional Organization Safety Award, EUSA Individual Award for Excellence in Safety and EUSA Aviation Mishap Prevention Award are awards that are available to be submitted by MSCs to be received by EUSA Commander. All award submissions will be coordinated through 2d Infantry Division Commander for approval and submission to EUSA. 2ID Command Safety Office will staff all awards for my approval.

(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.

g. **Retention Incentive Awards Program.**

(1) Purpose: To establish a Retention Awards Program designed to enhance the 2d Infantry Division's ability to accomplish assigned retention objectives and recognize subordinate commands for excellence in the retention of highly qualified Soldiers in support of the Commanding General's Retention Program. Each subordinate Commander will establish and maintain (in writing) an incentive awards program that supports the Army's goal of retaining high quality Soldiers for continued military service.

(2) Policy: The 2d Infantry Division's goal is to reenlist, on a long term basis, sufficient numbers of highly qualified Active Army Soldiers, and transfer those Soldiers separating from the Active Army into Reserve Component (RC) units. Headquarters, Department of the Army, assigns objectives based upon an organization's "fair share" ratio of eligible Soldiers assigned. Commanders receive objectives in the following categories:

a. Regular Army Initial Term.

b. Regular Army Mid-Career.

c. Regular Army Career.

d. Reserve Components (TPU Affiliation) enlistment/transfer.

e. Current Fiscal Year ETS.

(3) To be eligible for an award, units and retention personnel must achieve at least 100 percent in the Initial-term, Mid-Career, Careerist, and Reserve Component categories. Combined percentages are derived by dividing accomplishments by the objective in each category as compiled and published by the Division Retention Office.

(4) Commanding General's Awards.

a. *Commanding General's "First to Fight" Award*

1. Awarded to the first Brigade that achieves 100 percent in Initial Term, Mid-Career, Careerist, FY ETS, and Reserve Component mission categories.

2. Awarded to the first Battalion that achieves 100 percent in Initial Term, Mid-Career, Careerist, FY ETS, and Reserve Component mission categories.

b. *Commanding General's "Operational Readiness" Award*

1. Awarded to the Brigade with the highest percentage of Soldiers who reenlist current station stabilization.

2. Awarded to the Battalion with the highest percentage of Soldiers who reenlist current station stabilization.

c. *Commanding General's "Retention Excellence" Award.*

1. Successful Brigades who achieve 100 percent in all respective mission categories.

2. Successful Battalions who achieve 100 percent in all respective mission categories.

d. *Commanding General's Certificate of Achievement.*

1. Senior Career Counselors who successfully assisted their units in achieving 100 percent in all respective mission categories.

2. Career Counselors or reenlistment NCOs who successfully assisted their units in achieving 100 percent in all respective mission categories.

3. Reserve Component Transition NCOs who achieve 100 percent in respective mission categories.

4. Operations NCOs for their contribution to the overall success of the Division's retention mission.

(5) Career Counselor of the Year: Recognition of the 2d Infantry Division's Active and Reserve Component Career Counselors will be conducted in conjunction with the Annual Awards Ceremony.

(6) Administrative Instructions: The awards will be presented at the 2d Infantry Division's Annual Awards Ceremony for all Leaders. The Commanding General and Division Command Sergeant Major, or their representatives will present the awards.

(7) Responsibilities:

a. Division Retention Office:

1. Compile and publish monthly retention statistics for the active, Reserve Component, and current station stabilization categories.

2. Procure appropriate awards and coordinate annual awards ceremony.

3. Conduct a selection board to nominate an Active Component Career Counselor and Reserve Component Career Counselor to represent the 2d Infantry Division.

b. Brigade Retention Office:

1. Establish a retention awards program to recognize all battalions and individual accomplishments. Brigade retention awards program will be signed by the Brigade commander and be kept on file for inspection.

2. Provide retention accomplishments (by battalion) to the Command Retention Office NLT five working days after the end of current Fiscal Year. These accomplishments must include the unit name, responsible Career Counselor or Full Time Reenlistment NCO's rank and full name.

c. Battalion Retention Office:

1. Establish battalion retention awards program to recognize both unit and individual accomplishments. Battalion retention awards program will be signed by the Battalion Commander and be kept on file for inspection.

2. Publish and maintain annual statistical reports for all units assigned.

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

EDWARD C. CARDON
Major General, USA
Commanding

DISTRIBUTION:
A