

KOREAN DEFENSE SERVICE MEDAL

INSTRUCTIONS FOR SELF CERTIFICATION DOCUMENT

[MARADMIN 120/04](#) message announced the authorization of the Korean Defense Service Medal (KDSM). The KDSM is retroactive to 28 July 1954. Although Marines are charged with the responsibility for maintenance and accuracy of their records, it is understood that many Marines may not have the necessary documents in their service records to prove their entitlement to this award through no fault of their own.

Marines that may not have sufficient records to verify their eligibility for the KDSM, may still be eligible for this award if they can provide all of the information on the Self Certification Document found on page 3 of these instructions.

Instructions for Self Certification Document: To utilize this document for consideration of eligibility for the KDSM, a Marine must do the following:

- (1) Complete the Self Certification Document in its entirety. A legible (typed or printed) letter containing all the required information, which is duly notarized, will constitute a valid substitution for the Self Certification Document.
- (2) Have the Self Certified Document notarized by either a military notary (Adjutants and Marine Corps Judge Advocates have this authority) or by a civilian notary public.
- (3) If applicable, attach a photo copy of any records you may have to establish presence in Korea (PCS/TAD orders, Fit Rep, flight log book etc.- no originals please).
- (4) Make a copy of the completed and notarized document for your own personal records.
- (5) Submit the completed and notarized original document according to your status as listed below:
 - **Active Duty:** Submit document to your Commanding Officer via your chain of command.
 - **Reserve:** According to reserve status, submit document to your Commanding Officer via your chain of command, or Marine Corps Reserve Support Command (MCRSC) as appropriate. The address for MCRSC is as follows:

Marine Corps Reserve Support Command
15303 Andrews Road
Kansas City, MO 64147-1207

- **Retired or Former Marine:** Records are maintained for 5 years upon retirement or discharge at the Personnel Management Support Branch (MMSB), Headquarters U.S. Marine Corps. Submit your document to the applicable address as follows:

- (a) Retired or discharged less than 5 years (with no obligated service), submit document to:

Department of the Navy
Headquarters U.S. Marine Corps
Military Awards Branch (MMMA)
3280 Russell Road
Quantico, VA 22134-5103

- (b) Retired or discharged more than 5 years, submit document to:

National Personnel Records Center
9700 Page Avenue
St. Louis, MO 63132

A copy of the Self Certification Document (without attachments) will be filed in your OMPF by command admin personnel, HQMC or NPRC as appropriate.

**KOREAN DEFENSE SERVICE MEDAL
SELF CERTIFICATION DOCUMENT**

By this document, I hereby request the Korean Defense Service Medal (KDSM), and correction of my DD 214 (if applicable) and my official military record. I attest to the fact that I served in the Area of Eligibility (AOE), and I meet the criteria for this award as defined in [MARADMIN 120/04](#).

Full Name: _____ **Rank/Grade** _____

Date of Birth: _____ **SSN:** _____

Service No. (if applicable): _____ **Phone No.** _____

Address: _____

Unit Assigned/TAD (While in Korea): _____

Base Location/Name of Exercise/Operation in Korea: _____

Dates in Area of Eligibility _____ **to** _____,
(Day/Month/Yr) (Day/Month/Yr)

(Any additional dates in AOE)

The information provided is true and accurate to the best of my recollection. Based on the information provided, I believe that I am eligible for the KDSM.

(Full Signature) **Date:** _____

ACKNOWLEDGEMENT BY A PERSON AUTHORIZED TO ACT AS A NOTARY PURSUANT TO TITLE 10 U.S.C. 1044a
With the United States Armed Forces

At _____, the forgoing Self Certification Document was acknowledged before me by _____, this _____ day of _____, _____. I do further certify that I am a person in the service of the U.S. Armed Forces authorized the general powers of a notary public under Title 10 U.S.C. 1044a and JAGMAN Chapter IX.

Print Name, Grade, Armed Force (NO SEAL REQUIRED FOR MILITARY NOTARY)

ACKNOWLEDGEMENT BY NOTARY PUBLIC

STATE OF: _____, COUNTY OF: _____, ss.
The foregoing Self Certification Document was acknowledged before me this _____ day of _____

Print Name
Notary Public

SEAL