



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF TRANSPORTATION
461 KERR ROAD
FORT EUSTIS, VIRGINIA 23604-5407

Reply to
Attention of:

ATZF-OCT-S

15 March 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for the processing of the Army Sea Duty Ribbon (ASDR) for US Army Reserve Component Soldiers

1. References:

- a. AR 600-8-22, Military Awards, 11 December 2006.
- b. HQDA Message, DTG, 10/10/2006, subject: Army Sea Duty Ribbon (ASDR)-Service Stars and Order of Precedence (enclosure 1).
- c. AR 600-88, Personnel, Sea Duty, 3 January 2007.

2. The Marine Qualification Division (MQD), Office of the Chief of Transportation, is responsible for the administration of the ASDR. This memorandum provides guidance for proper coordination of this action. Due to the high volume of requests, concise and accurate information for each eligible Soldier is critical.

3. Eligibility requirements are as follows:

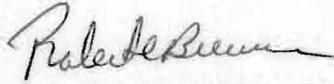
- a. Two creditable years in a US Army watercraft unit, which must include a minimum of 25 days underway during each creditable year. (Prior to approval of the ASDR there were no requirements for Soldiers to track underway time. For that reason, the 25 day underway requirement is waived for years prior to FY06, the effective date of the ASDR.)
- b. Two annual training exercises underway on a Class A or B US Army Vessel (USAV); or a 90-day deployment aboard a USAV, underway.
- c. For mobilized Soldiers: one year of sea duty as a mobilized Soldier will be credited toward one creditable year (reference 3a) as long as the minimum underway requirement is met.

4. Enclosure 2 is a sample memorandum requesting the ASDR. Commanders must specifically note each eligible fiscal year with inclusive dates of annual trainings underway. All claims of sea duty must be validated on DA Forms 3068-1 in accordance with reference 1c.

ATZF-OCOT-S

SUBJECT: Guidance for the processing of the Army Sea Duty Ribbon (ASDR) for US Army Reserve Component Soldiers

5. Commanders may request award by mail or send scanned documents via email. My point of contact for this action is Ms. Caterina Studer, Sea Pay Office, (757) 878-4623; email: armyseapay@conus.army.mil.



ROBERT C. BREWER
CW5, TC
Chief, Marine Qualification Division
Office of the Chief of Transportation

2 Encls

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