

Summary Report for Individual Task
805K-000-7203
Manage Military Awards Program
Status: Approved

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Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have just received an award recommendation (DA 638 and USAREC Form 1210) in the battalion S1. This task should not be trained in MOPP 4.

Standard: Process an award recommendation without errors IAW AR 600-8-22, signed by the battalion commander, and forward in a timely manner to brigade S1, when required.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify guidelines for processing awards.

a. Check to ensure awarded is within proper time limitations.

(1) Conduct a legal and Recruiter Impropriety check. List all known legal actions and substantiated cases the Soldier received during the period of the award. Check eMILPO to ensure Soldier is not flagged. If the Soldier is flagged stop the process, review AR 600-8-22, and determine eligibility for a waiver.

(2) Monitor and manage all MSM recommendations so they are received at USAREC headquarters not later than 30 days prior to the presentation date or end date of award whichever date is earliest.

(3) Monitor and manage all LOM recommendations so they are received at USAREC Headquarters not later than 90 days prior to the presentation date or end date of award whichever date is earliest.

(4) Prepare a letter of lateness for the battalion commander's signature to address any MSM/LOM that does not meet established timelines.

(5) If award is to be presented after the Soldier has departed provide a copy of the letter of apology given to the Soldier.

b. Ensure the following documents are provided with each award submission: copy of DD Form 2266 (with blocks 3-9 completed), ERB/ORB, USAREC Form 1304, DA Form 705 (APFT), DA Form 5500/5501 (if required), CSM Verification Memo (if Soldier is within 1-2% of maximum allowable body fat), DA Form 3349 (Profile if required).

c. In cases where commanders determine an interim award is appropriate, ensure interim awards are given promptly to award a suitable lesser decoration pending the final approval of a higher award. Upon approval of the higher award, ensure the interim award is revoked.

d. Ensure only one award is given for the same act, achievement, or period of meritorious service.

e. Ensure succeeding awards and decorations are awarded as an oak leaf cluster or numerical device.

f. If the Soldier is fully eligible, sign block 22a, DA Form 638, indicating the Soldier meets all administrative requirements to receive the award.

2. Identify purpose of Army awards and their required forms.

a. Advise personnel on eligibility requirements for the potential recipients.

b. Advise personnel on correct approval authority for Army individual awards.

3. Initiate and maintain permanent orders log to issue permanent order numbers.

4. Develop and maintain a tracking system to project Soldiers who may warrant award consideration due to transfer or separation from the unit or command, and track awards currently being processed.

5. Verify the DA Form 638 contains the correct administrative data and is properly formatted.

6. For Army Achievement Medal and higher awards:

a. Forward DA Form 638 with all required documents enclosed to appropriate approval authority for signature.

b. Approval Authority: (AAM/MOVSM Bn Cdr), (ARCOM Bde Cdr), (MSM CG USAREC), and LOM (CG TRADOC).

7. Army Good Conduct Medal (RA):

a. Send the AAA-199 to Co Cdr.

b. Receive signed AAA-199 from Co Cdr with recommendations. If Co Cdr recommends "no" a memo with reason must accompany the AAA-199.

c. Bn S1 prepare orders, and certificates (if initial or retirement award).

d. Bn S1 updates eMILPO, and upload orders to iPERMS.

8. Army Good Conduct Medal (AGR):

a. Receive memorandum from higher headquarters.

b. Forward to company commander for yes/no recommendations and signature.

c. Receive yes/no recommendations with signature from company commander and forward to higher headquarters for orders production.

d. Higher headquarters send orders to Bn S1; Bn S1 forwards to the company and uploads to IPERMS.

9. Maintain file copy of award (DA Form 638 and certificate, if applicable).

10. Ensure the approved award is uploaded into IPERMS at the award approval authority level.

11. For annual awards report and quarterly Equal Opportunity reports, collect award data (AAMs and MOVSM for Battalion level).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified guidelines for processing awards.			
a. Checked to ensure awarded is within proper time limitations.			
(1) Conducted a legal and Recruiter Impropriety check. Listed all known legal actions and substantiated cases the Soldier received during the period of the award. Checked eMILPO to ensure Soldier is not flagged. If the Soldier is flagged stop the process, review AR 600-8-22, and determine eligibility for a waiver.			
(2) Monitored and managed all MSM recommendations so they were received at USAREC Headquarters not later than 30 days prior to the presentation date or end date of award whichever date is earliest.			
(3) Monitored and managed all LOM recommendations so they are received at USAREC Headquarters not later than 90 days prior to the presentation date or end date of award whichever date is earliest.			
(4) Prepared a letter of lateness for the battalion commander's signature to address any MSM/LOM that does not meet established timelines.			
(5) Ensured award is to be presented after the Soldier has departed provide a copy of the letter of apology given to the Soldier.			
b. Ensured the following documents are provided with each award submission: copy of DD Form 2266 (with blocks 3-9 completed), ERB/ORB, USAREC Form 1304, DA Form 705 (APFT), DA Form 5500/5501 (if required), CSM Verification Memo (if Soldier is within 1-2% of maximum allowable body fat), DA Form 3349 (Profile if required).			
c. In cases where commanders determine an interim award is appropriate, ensured interim awards are given promptly to award a suitable lesser decoration pending the final approval of a higher award. Upon approval of the higher award, ensured the interim award is revoked.			
d. Ensured only one award is given for the same act, achievement, or period of meritorious service.			
e. Checked the approval authority makes the decision on whether to award an individual with a decoration and which one is given.			
f. If the Soldier is fully eligible, signed block 22a, DA Form 638, indicating the Soldier met all administrative requirements to receive the award.			
2. Identified purpose of Army awards and their required forms.			
a. Advised personnel on eligibility requirements for the potential recipients.			
b. Advised personnel on correct approval authority for Army individual awards.			
3. Initiated and maintained permanent orders log to issue permanent order numbers.			
4. Developed and maintained a tracking system to project Soldiers who may warrant award consideration due to transfer or separation from the unit or command, and tracked awards currently being processed.			
5. Verified the DA Form 638 contained the correct administrative data and is properly formatted.			
6. For Army Achievement Medal and higher awards:			
a. Forwarded DA Form 638 with all required documents enclosed to appropriate approval authority for signature.			
b. Approval Authority: (AAM/MOVSM Bn Cdr), (ARCOM Bde Cdr), (MSM CG USAREC), and LOM (CG TRADOC).			
7. Army Good Conduct Medal (RA):			
a. Sent the AAA-199 to Co Cdr.			
b. Received signed AAA-199 from Co Cdr with recommendations. If Co Cdr recommends "no" a memo with reason must accompany the AAA-199.			
c. Bn S1 prepared orders, and certificates (if initial or retirement award).			
d. Bn S1 updated eMILPO, and uploaded orders to iPERMS.			
8. Army Good Conduct Medal (AGR):			
a. Received memorandum from higher headquarters.			
b. Forwarded to company commander for yes/no recommendations and signature.			
c. Received yes/no recommendations with signature from company commander and forwarded to higher headquarters for orders production.			

d. Higher headquarters sent orders to Bn S1; Bn S1 forwarded to the company and uploads to IPERMS.			
9. Maintained file copy of award (DA Form 638 and certificate, if applicable).			
10. Ensured the approved award is uploaded into IPERMS at the award approval authority level.			
11. For annual awards report and quarterly Equal Opportunity reports, collected award data (AAMs and MOVSM for Battalion level).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-105	MILITARY ORDERS	Yes	No
	AR 600-8-22 (Change 002 06/24/2013 204 Pages)	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages)	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None