

805C-42A-3007
Review Awards and Decorations
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as an HR NCO and are responsible for reviewing awards and decorations for your unit. You have access to AR 600-8-22 (Military Awards), DA Form 638 (Award Recommendations), appropriate MILPER/ALARACT messages, human resources (HR) enabling systems, and standard office supplies. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, communicate the commander's awards policies and procedures to subordinate units; review the administrative data on DA Form 638 or DA Form 4187 and supporting documents; and establish a tracking system to maintain 100% accountability of all award / special skill badge recommendations until finalized.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to execute the commander's awards and decorations program.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review commander's award philosophy, policies, and procedures.
 - a. Communicate the commander's awards program philosophy, objectives, and policy to subordinate units/S-1s.
 - b. Publish DA Form 638 templates for individual awards, to include up-to-date routing (intermediate approval and approval authorities) information for each level of award.
 - c. Publish commander's criteria for awards such as Certificates of Achievement and unit coins.
 - d. Publish award and special skill badge submission criteria and timelines.
 - e. Publish routing and (digital) signature procedures.
 - f. Ensure quality control measures for all award recommendations.
2. Review the administrative data of DA Form 638 or DA Form 4187 and supporting documents prior to forwarding to commander.
 - a. Ensure the DA Form 638 or DA Form 4187 are free of errors and that correct routing information is reflected.
 - b. Ensure supporting documents are included if required (i.e. narratives, citations, SIGACTS, Story Boards, DA Form 1156, Casualty Reports, etc.).
 - c. Review completion of Part V of the DA Form 638 if applicable (i.e., AAMs at BN level).
 - d. Ensure all award recommendations adhere to policy and procedures of higher headquarters.
3. Establish tracking system to maintain 100% accountability of all award recommendations/special skill badge recommendations until completion.
 - a. Ensure copies of all approved awards/orders and certificates are maintained by S-1 section.
 - b. Ensure the Enlisted Record Brief (ERB) / Officer Record Brief (ORB) is updated with approved awards.
 - c. Ensure awards/orders are uploaded into Soldiers' Army Military Human Resource Record (AMHRR) file.
4. Coordinate awards ceremonies when required.
 - a. Review internal S-1 procedures for the execution of awards ceremonies.
 - b. Ensure subordinate S-1 personnel are trained on critical tasks required to execute awards ceremonies.
 - c. Ensure S-1 section maintains adequate number of certificates, medal sets, skill badges, and awards folders on-hand.

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels

qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed commander's award philosophy, policies, and procedures.			
a. Communicated the commander's awards program philosophy, objectives, and policy to subordinate units/S-1s.			
b. Published DA Form 638 templates for individual awards.			
c. Published commander's criteria for awards.			
d. Published award and special skill badge submission criteria and timelines.			
e. Published routing and (digital) signature procedures.			
f. Ensured quality control measures for all award recommendations.			
2. Reviewed the administrative data of DA Form 638 or DA Form 4187 and supporting documents prior to forwarding to commander.			
a. Ensured the DA Form 638 or DA Form 4187 were free of errors and that correct routing information is reflected.			
b. Ensured supporting documents were included if required.			
c. Reviewed completion of Part V of the DA Form 638 if applicable.			
d. Ensured all award recommendations adhered to policy and procedures of higher headquarters.			
3. Established tracking system to maintain 100% accountability of all award recommendations/special skill badge recommendations until complete.			
a. Ensured copies of all approved awards/orders and certificates were maintained by S-1 section.			
b. Ensured the ERB / ORB were updated with approved awards.			
c. Ensured awards / orders were uploaded into Soldiers' AMHRR.			
4. Coordinated awards ceremonies when required.			
a. Reviewed internal S-1 procedures for the execution of awards ceremonies.			
b. Ensured subordinate S-1 personnel were trained on critical tasks required to execute awards ceremonies.			
c. Ensured S-1 section maintained adequate number of certificates, medal sets, skill badges, and awards folders on-hand.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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
	DA FORM 4187	PERSONNEL ACTION	No	No
	DA FORM 638	RECOMMENDATION FOR AWARD	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3001	Review Correspondence	805C - Adjutant General (Individual)	Superseded
805C-42A-3015	Establish Records Using the Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved
805C-42A-3431	Update the Officer and Enlisted Record Briefs	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None