

Summary Report for Individual Task
805C-42B-6114
Administer Awards and Decorations Program
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 Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned to an S-1 section and are responsible for the awards and decorations program for your unit. You must ensure your unit is prepared to execute the awards and decorations program both in garrison and while deployed. You have access to the references listed on the enclosed table and the internet where you can review pertinent Military Personnel (MILPER) and All Army Activities (ALARACT) messages pertaining to awards and decorations. This task should not be trained in MOPP 4.

Standard: Process all awards and decorations for the unit with 100% accuracy and ensure all awards are submitted at a 98% on-time submission rate.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have the responsibility to administer the awards and decorations program for your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Identify the goals and objectives of the Awards Program.
 - a. Recognize excellence of both military and civilian members.
 - b. Provide tangible recognition for high levels of performance and service.
2. Identify Military Awards Policies.
 - a. Communicate the commander's awards program philosophy, objectives, and policies to subordinate commanders.
 - b. Publish DA Form 638 (Recommendation for Award) 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. Establish award and special skill badge submission criteria and timelines.
 - e. Establish routing and (digital) signature procedures.
 - f. Establish quality control measures for all award/special skill badge recommendation paperwork to include the review procedures at the recommender level, through the chain of command, and to the approval level (if applicable).
 - g. Publish DA Form 4187 (Request for Personnel Action) templates for special skill badges and Purple Hearts.
 - h. Ensure S-1 personnel have access to upload approved awards/orders into the interactive Personnel Electronic Records Management System (iPERMS).
 - i. Determine wartime individual and unit awards considerations (e.g., ensure awards completion prior to Relief-In-Place (RIP)/Transfer of Authority (TOA)).
 - j. Establish internal S-1 policy for timeline and publication of award orders (i.e. Good Conduct Medal certificates/orders, Drivers' and Mechanics' Badge orders).
3. Determine order of precedence of Military Awards.
 - a. Decorations.
 - b. Service medals.
 - c. Service ribbons.
 - d. Badges and tabs.
 - e. Good Conduct Medal.
 - f. Certificates and letters.
 - g. Foreign awards.
4. Identify the types of Individual Awards.

a. Service Awards.

b. Achievement Awards.

5. Process Recommendations for Awards.

a. Supervise the review of administrative data (Part I) of the DA Form 638 and ensure S-1 personnel are trained on administrative data review criteria.

b. Ensure the Award Recommendation or DA Form 4187 are free of errors and that correct routing information is reflected.

c. Ensure supporting documents are included if required (i.e. narratives, citations, Significant Actions Report (SIGACTS), Story Boards, DA Form 1156 (Casualty Feeder Card), Casualty Reports, etc.).

d. Verify all award recommendations adhere to policy and procedures of higher headquarters.

e. Establish tracking system to maintain 100% accountability of all award recommendations/special skill badge recommendations until completion.

(1) Ensure copies of all approved awards/orders and certificates are maintained by S-1 section.

(2) Ensure approved awards/orders are uploaded into Soldiers' iPERMS file.

f. Verify completion of Part V of the DA Form 638 if applicable (i.e. Army Achievement Medal (AAM) at battalion level) and record information on Permanent Orders log.

g. Verify accuracy of certificates.

h. Advise unit commanders on Civilian (employee and volunteer), Contractor, and Family Readiness Group (FRG) awards.

(1) Process Civilian awards to the appropriate level of approval.

(2) Process FRG awards to the appropriate level of approval.

i. Advise unit leaders on the Joint Services Awards program and ensure clarification of qualification criteria for both Joint Individual Awards and Joint Unit Awards.

j. Request delegation authority for approval of awards when applicable.

k. Conduct awards ceremonies when required.

(1) Ensure S-1 personnel are trained on critical tasks required to execute awards ceremonies.

(2) Establish internal S-1 procedures for the execution of awards ceremonies.

(3) Ensure S-1 section maintains adequate number of certificates, medal sets, skill badges, and awards folders on-hand.

6. Demonstrate interactive Personnel Electronic Records Management System (iPERMS).

a. Access iPERMS.

b. Upload authorized documents.

(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. Identified the goals and objectives of the Awards Program.			
2. Identified Military Awards Policies.			
3. Determined order of precedence of Military Awards.			
4. Identified the types of Individual Awards.			
5. Processed Recommendations for Awards.			
6. Demonstrated iPERMS.			

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
	AR 672-20 (Change 001, March 10, 2014)	INCENTIVE AWARDS http://www.apd.army.mil/pdf/files/r672_20.pdf	No	No
	DA FORM 1256	INCENTIVE AWARD NOMINATION AND APPROVAL	No	No
	DA FORM 4187	PERSONNEL ACTION	No	No
	DA FORM 638	RECOMMENDATION FOR AWARD	Yes	No
	DA FORM 7594	Unit Award Recommendation	No	No
	JP 1-0	Joint Personnel Support	No	No

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.

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-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None