

805C-42A-1208
Process Recommendation for Award
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 an HR Specialist and must ensure award recommendations are properly prepared and processed. You have a completed DA Form 638 (Recommendation for Award), AAA-199 (Army Good Conduct Medal Roster), supporting documentation, AR 600-8-22 (Military Awards), unit Standing Operating Procedures (SOP), and access to HR enabling systems. This task should not be trained in MOPP 4.

Standard: Verify data on the award recommendation and Army Good Conduct Medal Roster with 100% accuracy and complete the award certificates without error.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to process award recommendations for Soldiers in your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Verify DA Form 638 data using the Soldier's ERB.

a. Review Block 1, address of the final approval authority.

b. Review Block 2, Soldier's immediate commander.

c. Review Block 3, date.

Note: The date will automatically populate when recommender signs block 19, Part I-Soldier Data.

d. Review Blocks 4, 5, 6 and 7, Soldier's name, rank, social security number, and organization, respectively.

e. Review Block 8, list of all previous awards to include oak leaf clusters.

Note: If no previous awards, state "NO AWDS."

f. Review Block 9, branch of service.

Note: Select Army, Navy, Air Force, Marines, or Foreign Services from drop-down menu.

g. Review Block 10, recommended award, to include oak leaf clusters or number.

h. Review Block 11, period covered by proposed award.

Note: Example: yyyyymmdd 20161205 to 20171207.

i. Review Block 12a, reasons for the recommended award.

j. Review Block 12b, if interim award was given, state award given.

k. Review Block 12c, has a check indicating posthumous award "yes" or "no."

l. Review Block 13, Proposed Presentation Date.

Note: Example: yyyyymmdd 20161205 to 20171207

m. Review Blocks 14-19, Recommender's name, address, title position, rank, relationship to awardee, and digital signature.

Note: The user cannot digitally sign this field until the first page is completed (including blocks 20-21) Part III-Justification and Citation Data.

n. Review Block 20, achievement information.

(1) Verify for Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) that only up to four achievements are entered.

(2) Verify for all other awards recommendations, a narrative justification is attached and added as an addendum to the DA Form 638.

o. Review Block 21, proposed citation.

(1) Verify citations for awards of the MSM, ARCOM, and AAM are limited to six lines and are restricted to the space allowed on the DA Form 638.

(2) Verify all other awards are limited to nine lines and are submitted on 8½ x 11-inch bond paper.

Note: Awards of the DSM and above maybe up to 19 lines.

p. Verify Soldier's name and social security number are entered in the blocks provided at the top, on the reverse side of the DA Form 638.

q. Verify certifying official signed and dated Blocks 22a and b if Soldier is eligible for award.

r. Verify commander/supervisor complete/sign Block 23 to approve, disapprove, upgrade, or downgrade the recommendation.

s. Verify Intermediate Authorities (as specified in the chain of command) completed/signed Blocks 24 and 25 to approve, disapprove, upgrade, or downgrade the recommendation.

Note: If the chain is such that more blocks are required, additional endorsements will be completed on 8 ½ x 11-inch bond paper and enclosed as an addendum to the form.

t. Verify final award approval authority completes Block 26.

u. Prepare Part V, orders data, for approved awards.

v. Process disapproved awards.

(1) Provide copies of the DA Form 638 to recommender, individual, and BN (unit) files.

(2) Forward original through the intermediate commander to BN S-1 for uploading to Soldier's AMHRR.

w. Process downgraded awards.

(1) Prepare Part V, orders data.

(2) Complete issuing headquarters block, permanent orders number, date, and approved award.

x. Complete distribution in Block 31 of the DA Form 638.

(1) Soldier (1).

(2) AMHRR (1)

(3) Unit (1).

(4) Files (1).

2. Prepare Army Awards Certificate.

a. Type Soldier's name (with rank) centered to the right of the "TO" line.

b. Type unit name one line below name.

c. Type a centered, four line narrative citation (from the DA Form 638, Part III, Block 21).

Note: A six-line narrative may be entered for retirement awards only.

d. Type inclusive dates for the award one line below the narrative.

e. Type complete date line (i.e., "This 21st day of January 2017"), centered above the Army seal.

Note: This date is the date the award was approved.

f. Prepare the Certificate for the Army Achievement Medal (AAM) using a certificate without the overprinted signature of the Secretary of the Army.

(1) Type the approval authority signature block under the words "SECRETARY OF THE ARMY." The approval authority will sign on the line where the Secretary overprinted signature normally appears.

(2) Type the permanent order number and date on the line on the left side of the certificate.

(3) Type the approval authority's unit data below the line on the left side of the certificate.

(4) Obtain the approval authority's (Commander's) signature on the certificate.

3. Distribute DA Form 638 and award certificate.

a. Place original certificate and Soldier's copy of the DA Form 638 into the green award binder for presentation to the Soldier.

b. Provide one copy of the DA Form 638 to unit for the Soldier's BN S1/unit file.

c. File original DA Form 638 in awards orders file of issuing headquarters and submit to Soldier's Army Military Human Resource Record (AMHRR).

4. Process the Army Good Conduct Medal (AGCM) Roster (AAA-199).

a. Generate a AAA-199 quarterly identifying Soldiers eligible for AGCM consideration in the next 90 days.

(1) Sort the AAA-199 roster by company and provide to unit commanders who have Soldiers eligible for the AGCM for approval / disapproval.

(2) Maintain suspense copy of AAA-199 to ensure action is completed within established suspense date.

(3) Receive AAA-199 from unit commanders and ensure [yes] or [no] was circled and report validated with his/her signature.

(4) Verify Soldier's AGCM eligibility dates using the ERB and AMHRR.

b. Process approved AGCMs.

(1) Prepare and distribute orders.

(2) Upload orders to Soldier's AMHRR via iPERMS.

(3) Update AGCM eligibility dates in eMILPO.

c. Process disapproved AGCMs.

(1) Upload final AGCM disapproval documents to Soldier's AMHRR via iPERMS.

(2) Update data code entry in eMILPO when a Soldier is disqualified for AGCM.

(3) Update AGCM eligibility dates in eMILPO.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable 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 do 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. Verified DA Form 638 data using the Soldier's ERB.			
a. Reviewed Block 1, address of the final approval authority.			
b. Reviewed Block 2, Soldier's immediate commander.			
c. Reviewed Block 3, date.			
d. Reviewed Blocks 4, 5, 6 and 7, Soldier's name, rank, social security number, and organization, respectively.			
e. Reviewed Block 8, list of all previous awards to include oak leaf clusters.			
f. Reviewed Block 9, branch of service.			
g. Reviewed Block 10, recommended award, to include oak leaf clusters or number.			
h. Reviewed Block 11, period covered by proposed award.			
i. Reviewed Block 12a, reasons for the recommended award.			
j. Reviewed Block 12b, if interim award was given, stated award given.			
k. Reviewed Block 12c, had a check indicating posthumous award "yes" or "no."			
l. Reviewed Block 13, Proposed Presentation Date.			
m. Reviewed Blocks 14-19, Recommender's name, address, title position, rank, relationship to awardee, and digital signature.			
n. Reviewed Block 20, achievement information.			
o. Reviewed Block 21, citation information.			
p. Verified Soldier's name and social security number were entered in the blocks provided at the top, on the reverse side of the DA Form 638.			
q. Verified certifying official signed and dated Blocks 22a and b if Soldier was eligible for award.			
r. Verified commander/supervisor completed/signed Block 23 to approve, disapprove, upgrade, or downgrade the recommendation.			
s. Verified Intermediate Authorities (as specified in the chain of command) completed/signed Blocks 24 and 25 to approve, disapprove, upgrade, or downgrade the recommendation.			
t. Verified final award approval authority completed Block 26.			
u. Prepared Part V, orders data, for approved awards.			
v. Processed disapproved awards.			
w. Processed downgraded awards.			
x. Completed distribution in Block 31 of the DA Form 638.			
2. Prepared Army Awards Certificates.			
a. Typed Soldier's name (with rank) centered to the right of the "TO" line.			
b. Typed unit name one line below name.			
c. Typed a centered, four line narrative citation (from the DA Form 638, Part III, Block 21).			
d. Typed inclusive dates for the award one line below the narrative.			
e. Typed complete date line (i.e., "This 21st day of January 2017"), centered above the Army seal.			
f. Prepared the Certificate for the Army Achievement Medal using a certificate without the overprinted signature of the Secretary of the Army.			
3. Distributed DA Form 638 and award certificate.			
a. Placed original certificate and Soldier's copy of the DA Form 638 into the green award binder for presentation to the Soldier.			
b. Provided one copy of the DA Form 638 to unit for the Soldier's BN S1/unit file.			
c. Filed original DA Form 638 in awards orders file of issuing headquarters and submitted to Soldier's AMHRR.			
4. Processed the AGCM Roster (AAA-199).			
a. Generated a AAA-199 quarterly that identified Soldiers eligible for AGCM consideration in the next 90 days.			
b. Processed approved AGCMs.			
c. Processed disapproved AGCMs.			

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 4950	GOOD CONDUCT MEDAL CERTIFICATE	Yes	Yes
	DA FORM 638	RECOMMENDATION FOR AWARD	Yes	Yes
	DA MEMO 600-8- 22	Award of the Legion of Merit and Lesser Award for Service, Achievement, or Retirement During Peacetime	No	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
	7010-01-480-4355	Z39781	Army Human Resources Workstation	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-1043	Maintain Records Using Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None