

ORDERS

Proponent For Inspection: MILPO

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: a. AR 600-8-105, Military Orders, 28 Oct 94 b. AR 600-8-22, Military Awards, 25 Feb 95
 c. AR 25-400-2, The Modern Army Record Keeping System, 1 Oct 01

STANDARD: The standard is "T" = 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Are copies of AR 600-8-105, AR 600-8-22, and AR 25-400-2 available?	BDE/BN			
2. Has the commander established documentation and control requirements? (AR 600-8-105, Para 1-22)	BDE/BN			
3. Is a copy of the delegation to award approval authority to publish permanent orders available? (AR 600-8-22e)	BDE/BN			
4. CRITICAL: Are amendments, rescissions, and revocations being prepared in the proper format with correct number and date? Are they prepared on separate orders reflecting approving authority's headquarters designation in the heading and name of orders approval authority or name of individual to whom authority has been delegated to sign "FOR THE COMMANDER" in the signature block? (AR 600-8-105, Para 2-21)	BDE/BN			
5. Are only proper abbreviations and brevity codes being used in the heading, standard name line, name line, and response to lead lines of amendments, rescissions, and revocations? (AR 600-8-105, Para 2-15).	BDE/BN			
6. CRITICAL: Are the constant portions of Formats 700 or 705 being changed in violation of AR 600-8-105, Para 2-6 and Figures 2-5 and 2-6?	BDE/BN			
7. Are DA Forms 638, Recommendation for Award, legible and typed or handwritten in black ink? (AR 600-8-22, Para 3-18q)	BDE/BN			
8. Are DA Forms 638 being reviewed prior to authentication to ensure correctness and individual's eligibility for award? (AR 600-8-105, Para 2-18d)	BDE/BN			
9. CRITICAL: Do DA Forms 638, Part V, Orders Data, reflect correctly: (AR 600-8-22, Table 3-4)	BDE/BN			
a. Item 27a, orders issuing headquarters designation?	BDE/BN			
b. Item 27b and 30, permanent order number and date issued?	BDE/BN			
c. Item 29, approved award, i.e., AAM (2OLC)?	BDE/BN			
d. Items 28a, b, c, and d, name, rank, title/position, and signature of orders approval authority?	BDE/BN			
e. Item 28, distribution, Orders Set-Original, MPRJ-1, Soldier-1, and Unit-1?	BDE/BN			
10. Have appropriate files been established and are they properly maintained? (AR 600-8-22, Para 2-25 and AR 25-400-2)	BDE/BN			
11. Is there a tracking system being used by name and order number, i.e., database or ledger or orders issued to ensure timely access/retrieval of orders? (AR 600-8-22, Para 2-25)	BDE/BN			
REMARKS:				