

### MILITARY AWARDS

Proponent For Inspection: MILPO

Unit Inspected: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Unit Representative: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Unit Phone No.: \_\_\_\_\_

Unit Overall Rating: T P U

Inspector's Phone No.: \_\_\_\_\_

**REFERENCES:** a. AR 600-8-22, Military Awards, 25 Feb 95 b. AR 25-400-2, The Army Records Information Management System, 15 Nov 2004 c. Command Policy #32-01, 14 Nov 01, subject: Award Recognition Policy d. Memorandum of Instruction (MOI), 24 Feb 04, subject: Military Awards Processing Program

**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 600-8-22, AR 25-400-2, and the current MOI dated 24 Feb 04 available?	Brigade			
2. Has the unit established internal processes to ensure timely, accurate, and efficient awards processing? (AR 600-8-22, Para 3-19j and MOI)	Brigade			
3. Is a suspense system in place for considering an award for all departing Soldiers? (AR 600-8-22, Para 1-14, 1-21, 3-19j and 3-1, Command Policy #32-01, Para 4a)	Brigade			
4. Are preconditions for awards being made or are military decorations being used as prizes in a contest in violation of AR 600-8-22, Para 3-1e?	Brigade			
5. Does the recommending official review the Soldier's records to obtain and confirm personal data and verify Soldier's eligibility to receive an award? (AR 600-8-22, Para 3-19m)	Brigade			
6. Are citations on award certificates for Army Achievement Medal through Meritorious Service Medal limited to a maximum of six lines for service, achievement award and retirement? (AR 600-8-22, Para 3-21c and MOI, dated 24 Feb 04).	Brigade			
7. Are proposed citations and narratives for recommendations required on DA Form 638, Recommendation for Award, typed, double-spaced, and the narrative limited to 1 page except for heroism and Distinguished Service Medal recommendations? (AR 600-8-22, Para 3-19r and MOI dated 24 Feb 04).	Brigade			
8. <b>CRITICAL:</b> Are DA Forms 638 being forwarded through command channels to the commander authorized to approve or disapprove the award? (AR 600-8-22, Para 3-19p and Table 3-5)	Brigade			
9. <b>CRITICAL:</b> Are record copies of DA Forms 638 being maintained at the proper approval level? (AR 600-8-22, Table 3-2 and AR 25-400-2)	Brigade			

<p>10. Are DA Forms 638 being submitted within established timeframes? (Command Policy #32-01, Para 4b and MOI dated 24 Feb 04)</p>	Brigade			
<p>11. <b>CRITICAL:</b> Is the unit collecting and maintaining statistical data and submitting required reports to the MILPO NLT the 5th working day of January, April, July, and October?  (AR 600-8-22, 1-50)</p>	Brigade			
REMARKS:				