

**11D PAM 1-201  
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: C	DATE OF REVISION: 1 May 03
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Awards Program	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A. Discussion: The intent of any good awards program is to ensure soldiers are recognized in a timely manner for acts of valor, exceptional service, achievement, or special skills. The award recommendation is reviewed for accuracy and completeness, and the unit's procedures to comply with regulatory requirements.</p> <p>B. References:</p> <ol style="list-style-type: none"> <li>1. Army Regulation 600-8-22, Military Awards, dtd 25 Feb 95</li> <li>2. Army Regulation 600-8-105, Military Orders, dtd 28 Oct 94</li> <li>3. DA Pamphlet 600-8, Management and Administrative Procedures, dtd 1 Aug 86</li> <li>4. USAREUR Command Policy Letter 16, subject: Military Awards, dtd 4 May 03</li> <li>5. V Corps Regulation 600-8-22, Military Awards, dtd 25 Sep 01</li> <li>6. 1<sup>st</sup> Infantry Division Regulation 600-8-22, Decorations, Awards, and Honors, 30 Jul 98</li> <li>7. USAREUR Reg 600-8-22, Military Awards and Decorations, 20 Aug 02</li> </ol> <p>C. Specific questions:</p> <ol style="list-style-type: none"> <li>1. Does the unit have a tracking log or suspense file to monitor awards processing (DA Pam 600-8)? Does this system prevent awards from being completed after the soldier has already departed the unit (service) or more than 6 months after the action cited (achievement)?</li> <li>2. Does the unit have on file the appropriate Delegation of Disapproval Authority memorandums (para 3-4d, AR 600-8-22)?</li> <li>3. Is the unit using only DA Form 638 (Nov 94) to recommend soldiers for awards (para 3-18a, AR 600-8-22)?</li> <li>4. Do all award recommendations contain the following documents (V Corps Regulation 600-8-22): <ol style="list-style-type: none"> <li>a. DA Form 638?</li> <li>b. Chain-of-command endorsements?</li> <li>c. ERB or ORB?</li> </ol> </li> </ol>		

ITEM	GO	NO GO
<p>d. DA Form 2-1 (enlisted) or Officer Record Brief (ORB)(officers)?</p> <p>e. V Corps Award Recommendation Worksheet?</p> <p>5. Are DA Forms 638 being completed as follows (table 3-4, AR 600-8-22):</p> <p>a. Block 1 indicating final approval authority?</p> <p>b. Block 8 listing only personal decorations (no service awards)?</p> <p>c. Block 9 left blank for awards to Army personnel?</p> <p>d. Block 10 indicating correct Oak Leaf Clusters (OLC) as appropriate?</p> <p>e. Block 22 signed to indicate soldier is not flagged?</p> <p>6. Are completed recommendations being filed by individual name and SSN, according to type of award (para 1-50, AR 600-8-22)? Note: This requires separate folders only for those Army awards requiring orders (i.e., MSM, ARCOM, and AAM) for filing under 600-8-22e, AR 25-400-2.</p> <p>7. Are Legion of Merit (LOM) recommendations being completed IAW V Corps Regulation 600-8-22 guidelines (i.e., one-page narrative for PCS awards)?</p> <p>8. Is the orders log being maintained by Julian date (para 2-14a, AR 600-8-105)?</p> <p>9. Is the orders log being closed out daily (para 2-14a, AR 600-8-105)?</p> <p>10. Is Part V (Orders Data), DA Form 638, being completed correctly (step 23, table 3-4, AR 600-8-105)?</p> <p>11. Does the order number (block 27b) match the certificate and orders log entries?</p> <p>12. Does the approved award (block 29) match the recommended award (block 10) or as indicated by approval authority (block 26d)?</p> <p>13. Is the distribution (block 31) annotated correctly (step 27, table 3-4, AR 600-8-105)?</p> <p>14. Do citations for achievement, service, and permanent change of station (PCS) awards have no more than 4 lines of text (step 3, table 3-5, AR 600-8-22)?</p> <p>15. Do citations for retirement awards have no more than 6 lines of text (step 3, table 3-5, AR 600-8-22)?</p>		

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<p>16. Have awards of the MSM or below been presented to foreign personnel (e.g., Bundeswehr soldiers in a Partnership unit) only after approval by CG, USAREUR (para 1-37, AR 600-8-22 and AR 672-7)?</p> <p>17. Does the S1 section verify that all soldiers on the Good Conduct Medal (GCMDL) Suspense Roster, are currently assigned (Table 4-2, AR 600-8-2 )?</p> <p>18. Are the GCMDL Suspense Rosters distributed to each unit commander (Table 4-2, AR 600-8-2)?</p> <p>19. Does the 1SG screen the GCMDL Suspense roster for disqualified soldiers (e.g., flag, previously awarded, ineligible, etc.) IAW procedure Table 4-2, AR 600-8-2?</p> <p>20. For those soldiers who deserve the Good Conduct Medal and are not listed, does the S1 section notify the PSC to reconcile the GCMDL Suspense Roster with the soldier’s name (Table 4-2, AR 600-8-22)?</p> <p>21. Does the commander circle YES/NO (approve/disapprove) next to each soldier’s name (Table 4-2, AR 600-8-22)?</p> <p>22. If the commander disapproves a soldier’s Good Conduct Medal, does he/she counsel the soldier on denial and forward a memorandum attesting to the disapproval to the S1 section for posting in the soldier’s Military Personnel Records Jacket (para 4-8c, AR 600-8-22)?</p> <p>23. Does the commander screen for people who are departing the service and are eligible for the Good Conduct Medal and the Army Lapel Button (NSN 8455-01-177-4951), which must be awarded prior to the soldier’s departure and movement to the U.S. Army Transition Point (para 6-15d, AR 600-8-22)?</p> <p>24. Are military decorations being incorrectly used as prizes in contests (e.g., written policy states that AAM/ARCOM will automatically be awarded to the winner of NCO/Soldier of the Month competition) in violation of para 3-1e, AR 600-8-22?</p> <p><b>Rating standard (PAT: Awards Program)</b></p> <ul style="list-style-type: none"> <li>• Commendable – 90% of all items receive a “GO” rating.</li> <li>• Satisfactory – 75%-89% of all items receive a “GO” rating.</li> <li>• Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 1, 16, 22, or 24 receive a “NO GO” rating</li> </ul> <hr/> <p>Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)</p>		

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date