

IG CHECKLIST
(AG Admin & Pers - Awards)

Proponent/Phone No:	Adjutant General/2-3007	
Functional Area:	Administration & Personnel	
Program/Activity Topic:	Awards	
Date of Revision:	10 September 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References.		
a. AR 600-8-22, 22 Feb 95, Military Awards.		
b. AR 600-8-105, 28 Oct 94, Military Orders.		
2. Discussion. This section provides information on processing awards at unit level.		
3. Questions.	YES	NO
a. Are the following publications on hand?		
AR 600-8-22		
AR 600-8-105		
b. Does the BNS1 have a continuity book or SOP with the appropriate messages and policy letters?		
c. Does the battalion have a tool designed to identify soldiers leaving to allow for timely submission of awards? (i.e. a 90 day loss report/roster)		
d. Are AAMs and ARCOMs submitted within the Bde policy timeline?		
e. Are MSMs forwarded to the AG Awards section NLT 30 days prior to presentation date for processing?		
f. Are original DA Form 638 filed in numerical order in file number 600-8-105c?		
g. Are copies of DA Forms 638 and certificates filed in alphabetical order in file number 600-8-22b?		
h. Are citations typed IAW AR 600-8-22, para 3-20c?		
i. Does the S1 have procedures to track awards forwarded to brigade?		
j. Are award recommendations checked against the AAA-095 report for eligibility?		
k. Are eligible soldiers identified and presented the Army Good Conduct Medal Per AAA-199 report?		
l. Is the AAA-199 report properly annotated and signed by the unit commander?		
4. REMARKS:		