

Appendix A ADMIN/ P&A CHECKLISTS

Introduction

This appendix provides checklists for ADMIN/P&A and SPO, fillable versions can be found in the PPC pages within the 3 PM section.

In this Appendix:

This appendix has the following checklists design for use by ADMIN and P&A Offices

Section	Title	Page
A	Reserve Orders	A-2
B	Reenlistments and Extensions	B-7
C	Add/Update/Change Dependents	C-10
D	Good Conduct	D-13

Section A: Reserve Orders

A.1. This section Provides Checklist for Reserve Orders Processing

Introduction

A.2. References

[\(a\) Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)

[\(b\) Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)

[\(c\) Joint Travel Regulations \(JTR\)](#)

[\(d\) Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

[\(e\) Personnel & Pay Procedures Manual](#)

[\(f\) PPC Site- DA help Guides and Forms](#)

[\(g\) Certificate of Release or Discharge from Active Duty, DD Form 214, PSCINST 1900.1A](#)

[\(h\) Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)

[\(i\) COMDTINST 3061.2A Activation of the Reserve Component](#)

A.3. Discussion

This checklist, along with the other documents listed, is a guide to assist Admin and P&A Offices in processing Reserve Orders of every type.

NOTE:

The suggested documents mentioned, the Reserve ADT Orders Request form and the Reserve Calculation Worksheet are suggested to be used as a best practice. Local units, DXR's, LOGGOM etc have the choice to use the ones posted or their own. DXR's, RPM, LOGCOM may have different requirements, follow their guidance and use their forms/worksheets as required. Versions of these forms/worksheets can be found on PPC site and the Official YN Teams Page under Reserve Discussion Page. (PPC has not verified or validated the accuracy of the worksheets) Do NOT rely on these worksheets until you have verified their accuracy.

Reserve Orders Processing**P&A YN:**

Member Name:	EMPLID:	Unit:
Orders Begin Date:	Orders End Date:	Number of days:

REFERENCES: (a) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
 (b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 (c) [Joint Travel Regulations \(JTR\)](#)
 (d) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 (e) [Personnel & Pay Procedures Manual](#)
 (f) [PPC Site- DA help Guides and Forms](#)
 (g) [Certificate of Release or Discharge from Active Duty, DD Form 214, PSCINST 1900.1A](#)
 (h) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
 (i) [COMDTINST 3061.2A Activation of the Reserve Component](#)

Order information – Verify the following information in preparation for completing reserve orders.
Use the references above

- Member has GTCC? (Yes) (No) – Does one need to be requested (Yes) (No)
- Member is current in Readiness. (Yes) (No) **Dates:** Medical _____ ASQ _____ Dental / Class _____ / _____
- Type of Orders:** ADT-AT / ADT-OTD w/ travel ADT-AT / ADT-OTD no travel
 Contingency Title 14 Title 10 Long Term ADOS Short Term ADOS EAD
- Waivers Needed** - Short Term ADOS Back to Back *no break* Over 180 Days 16/18 Yrs AD Over 60yrs old
- Completed / Approved** (Yes) (No)
- ADOS or T-14 selection message received
- Received Reserve ADT orders request form
- Requires a Reserve Calculation worksheet (Yes) (No) **Completed** (Yes) (No)
- Member authorized BAH Full for home zip code of _____ BAH-RC (**less than 30 day orders**)
 Mbr to Mbr
- Member authorized COLA/OCOLA home zip code of _____
- Member is authorized FSA (Yes) (No) (**Orders 31 days or more and qualifies**)
- Weigh-in required (Yes) (No) **Completed / Entered**
- Verify if there are IDT scheduled during the Order Dates IDT Dates have been changed/ Cancelled

Travel information if travel is authorized

- Travel needed (Yes) (No)
- Travel Authorized (Yes)
- Commercial Lodging (Yes) Commercial Meals (Yes) Rental Car (Yes) (No)
- Government Lodging (Yes) Government Meals (Yes)
- Per diem Standard (Yes) Reduced (Yes) Actual (Yes) (**only if authorized**)
- Assist in Authorization in ETS
- Raise GTCC

Forms Needed

- Reserve ADT Request
- Selection Message (If ADOS/ T10/T14/EAD)
- CG-2025 – BAH Housing Worksheet
- CG-2025B -Member -Marries-to -Member BAH Worksheet
- CG-2035 -Family Separation Worksheet Allowance **(If Authorized)**
- CG-2045 Career Intentions Worksheet (**LT/ST Orders / T-14/ EAD) (30 days before end of orders)**
- Reserve Calculation worksheet
- Final Approved DD-214 **(When required)**
- Any other forms /Memo’s as required by local DXR /LOGCOM /RPM

Reserve Orders Processing Checklist

P&A YN:

Member Name:

EMPLID:

Unit:

Orders Begin Date:

Orders End Date:

Number of days:

TO-DO - Using DA Help Guides -PPPM Chapter 10

Upon receipt of ADOS-T14 selection message / ADT request form /Notification of orders in DA

- Complete Page 1 verifications and information.
- Enter orders if – ADOS T14 or quick turnaround ADT-AT/OTD, Or if ADMIN takes on that role.
- If orders were **“proposed”** in DA already - Review all tabs of the orders and update the order notes with the proper information.
- AO to review
- Tech / AO send to Funds Authorizing Authority, to mark as “Authorized”
- Funds Authorizing Authority completed and returned (about 1 week)
- Send to AO
- AO/ BYDIR to mark as “READY” and sign orders.
- Signed orders to be emailed to member – Secure PDF and email. Inform member orders are sent.
- Instruct/ council member to complete needed forms prior to start date of orders
- Assist member with ETS Authorizations (if needed)
- Approve ETS Authorizations or follow up with AO they are approved
- Request / verify GTCC limit is raised

***** Track Start and Stop dates *****

Orders Start - Using DA Help Guides and PPPM Chapter 10

- On order begin date verify member has reported
- Complete travel sequences
- Route to SPO to mark as "ENROUTE"
- Verify and start BAH/ COLA/OCOLA rows
- Route all pay transactions to SPO
- Verify Job Data Rows and Pay Calcs are correct
- Upload documents into iPerms
- On 31 day mark start/stop FSA (if applicable)

******Monitor OIX/EMAIL for changes in orders including end dates etc for T-14, ADOS *****
NOTES:

Reserve Orders End checklist

P&A YN:

Member Name:

EMPLID:

Unit:

Orders Begin Date:

Orders End Date:

Number of days:

Orders End - Using DA Help Guides -PPPM Chapter 10

- 30 Days prior to orders ending request CG-2045 Career Intentions Worksheet
- Long Term / Short Term ADOS process RELAD in DA to “Finish” orders
- Long Term non contingency orders may be changed to RELAD mbr to IRR if no new SELRES Assignment is approved.
- Process any Lump Sum Leave requested on CG-2045 in DA or PPC Ticket
- ADT orders verify orders are marked “Finished” in DA by end date or Pay Cut date before orders end, when after pay cut.
- Verify job data and Pay Calcs
- Assist member with ETS Vouchers (if needed)
- Approve ETS Vouchers or follow up with AO they are approved
- Verify any awards need to be entered -AFRM(Armed Forces Reserve Medal) or HSM (Humanitarian Service Medal) IAW Ref (f)
- Draft DD214 (*if required*)
- Send DD214 to member for review
- Verify member reviews draft DD214 and make any corrections
- Send to Auditor to mark “FINAL”
- Protect document and send to member
- Upload documents into iPerms

Additional Important Information

- TRICARE entitlements start 24-28 hrs after orders are marked as ENROUTE. **Do not delay Processing orders to “ENROUTE”**
- When contingency orders are set to Authorized and the Notification Date is entered, a transaction is created and transmitted to DEERS to start Early E-ID benefits to begin for those that are authorized according to their contingency orders. **It is crucial that orders be created and processed in a timely manner to ensure these benefits start on time.**
- Is a DD214 needed -DD-214 Issuance guidelines: *Non-contingency 90 days or more continuous service ---- Contingency- Any number of days -IAW Reference (i)*
- Use of ADT Request forms and Reserve Calculations Worksheets are highly recommended. Many options can be found in the PPC site and the Official YN Teams Page under Reserve Discussion Board. Local DXR and LOGCOM may also have versions they use.

Section B: Reenlistments and Extensions

- B.1. Introduction** This section Provides Checklist for Reenlistments and Extensions
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- B.2. References**
- [\(a\) Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - [\(b\) Military Separations, COMDTINST M1000.4 \(series\)](#)
 - [\(c\) Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - [\(d\) Personnel & Pay Procedures Manual Chapter 7](#)
 - [\(e\) PPC Site- DA help Guides and Forms](#)
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- B.3. Discussion** This checklist, along with the other documents listed, is a guide to assist Admin and P&A Offices in processing Reenlistments and Extensions.
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**Reenlistment/Extension Eligibility
 Criteria**

RECORDS INDICATE MEMBER IS:
 Eligible Not Eligible

Member recommended for reenlistment?	Member eligible for reenlistment?	
	Yes	No
Yes	Member can be reenlisted/extended	Member has the option to appeal to epm-1/rpm-1
No	Member can appeal to epm-1/rpm-1 if less than eight years service, to the reenlistment board if over eight years service	Member cannot reenlist or extend.

Member Name: _____ EMPLID: _____ Unit: _____

Current Enlistment Period Begin: _____ End of Enlistment: _____

REFERENCES:
 (a) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 (b) [Military Separations, COMDTINST M1000.4 \(series\)](#)
 (c) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 (d) [Personnel & Pay Procedures Manual Chapter 7](#)
 (e) [PPC Site- DA help Guides and Forms](#)

CRITERIA:
All AD/RSV must meet the following eligibility requirements during their CURRENT period of enlistment to include any extensions.

- Achieve a minimum factor average equal to or above 3.5 in each factor
- Have no more than one unsatisfactory conduct mark
- If MBR was not a citizen at the time of original enlistment, must be a naturalized citizen, with certain exceptions from 1.A.5 of reference (a)]
- Have no special or general courts-martial conviction
- Have no conviction by a civil court equivalent to a felony-type offense
- Have no documented offense for which the maximum penalty for the offense, or closely related offense under the UCMJ and Manual for Courts-Martial, includes a punitive discharge
- Have no documented offense as a perpetrator of sexual assault
- Have no documented offense for operating a vehicle, or any other motorized mode of transportation, under the influence of alcohol or controlled substances
- Have no more than three weight probationary periods
- Have not had their most recent government travel charge card (GTCC) closed for misuse or delinquency during the current period of enlistment. **(Travel Manager)**
- Not in receipt of Retirement Orders
- Coast Guard **Reserve** personnel serving on extended active duty are required to submit a letter request for reenlistment to Commander (CG-PSC-EPM) via chain of command. Commander (CG-PSC-EPM) approval is required prior to reenlistment.
- A person desiring to enlist or reenlist in the Coast Guard Reserve must not have over 13 years' total military service and not more than 10 years of active duty, unless enlisted or reenlisted within 24 hours at the same unit from which discharged.
- When the High Year Tenure (HYT) policy is active for the member's paygrade, members who are approaching their Professional Growth Points (PGP) will normally be separated upon reaching their PGP (Article 1.F.3. of reference (b), Military Separations, COMDTINST M1000.4 (series))
- ** Suspension of HYT Per ALCOAST 368/22 Effective immediately, active duty enlisted members who reach or exceed their Professional Growth Point (PGP) on or before 1 January 2025, to include members serving on a current HYT waiver, shall not be separated under the HYT policy outlined in chapter 3 of REF (A) of ALCOAST. ****

*HYT PGP's below are effective 2024 IAW Ref (b)

Pay Grade	E1 / E2	E3	E4	E5	E6	E7	E8	E9
total years of service	No reenl or ext	8	10	16	20	24	26	30

Reenlistment/Extension Processing Checklist**P&A YN:**

Member Name:	EMPLID:
End of Enlistment:	Unit:

6 Months Before EOE

- Verify eligibility for Reenlistment/Extension. Use Reenlistment Eligibility Checklist.
 - Conduct a pre-discharge interview.
 - Complete CG-3307 SEP-07 (A, B, C, or D) as appropriate. If member is undecided, schedule follow-up interview for 03 months prior to EOE.
 - Notify member if a waiver is required.
 - Advise member of their leave balance and counsel them on the leave selling process / career impacts. Advise member on amount of leave sold at current point within their career. (60 Day Rule for Active Duty does NOT apply to Reservists.)
 - Counsel Reserve members on affiliation / bonus availability
Is member entitled to a Reserve Bonus? (Yes) (No)
If yes: Type _____ Level _____
 - Counsel Active-Duty members on the Selective Reenlistment Bonus Program. (Early reenlistment can affect SRB.)
Is member entitled to a SRB? (Yes) (No)
If yes: Zone _____ Per ALCOAST _____ / _____
*Ensure the CG-2045 reflects bonus opportunities. *
 - Does member need to cancel an Extension / Re-extension before Reenlisting? (Yes) (No)
 - Verify US Citizenship. If member is not a US Citizen, ensure the CG-3307 SEP-06 is completed. *This does not apply to members who are citizens of the Republic of the Philippines who enlisted on or after 18 September 2008.*
- *NOTE: Member can only sign contract within 90 days / 3 months of their EOE, except for PCS*

5 to 3 Months Before EOE

- 5mths -Command Conduct follow-up pre-discharge interview if member was undecided at 06 Months. Complete CG-3307 SEP-07 (A, B, C, or D)
- 4mths -Complete CG-3307 if the member is undecided or intends not to extend or reenlist
- 3mths -contacts and counsels the member on options. Assists the member in preparing the CG-2045. Verifies that the CG-2045 is accurate and complete. Routes through chain of command for signatures.

Forms Needed

- CG-2045 Career Intentions Worksheet
- CG-3307 PD-08 UCMJ Code of Conduct Acknowledgement
- CG-3307 SEP-07 (A, B, C, or D)
- CG-3307 SRB-05 (Version will depend on the member's eligibility.)
- Eligibility Checklist
- EER Summary

To Do

- Draft contract in DA. Do not send for approval until signed contract is received.
- Print and provide contract to member/command (Reenlistment include Certificates and Appreciation Letter (if requested))
- Route for approval in Direct Access once signed contract is received.
- Create SPO ticket and attach the packet
- Verify job data after approval
- Upload documents into iPerms Batch # _____

Section C: Add/Update/Change Dependents

- C.1. Introduction** This section Provides Checklist for Adding, Changing, and Updating Dependents information in Direct Access
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- C.2. References**
- [\(a\) Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - [\(b\) Personnel & Pay Procedures Manual Chapter 6](#)
 - [\(c\) PPC Site - DA help Guides and Forms](#)
 - [\(d\) Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 \(series\)](#)
 - [\(e\) Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - [\(f\) Questionable Dependent/PPC Legal Approval](#)
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- C.3. Discussion** This checklist, along with the other documents listed, is a guide to assist Admin and P&A Offices in Adding, Changing, and Updating Dependents information in Direct Access
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Add Dependent Checklist**P&A YN:**

Member Name:

EMPLID:

Unit:

Dependency Date:

*The use of DA Help Guides and PPPM is encouraged, as things change quickly, and they are updated regularly.**REFERENCES: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)**(b) [Personnel & Pay Procedures Manual Chapter 6](#)**(c) PPC Site -DA help Guides and Forms**(d) [Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 \(series\)](#)**(e) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)**(f) [Questionable Dependent/PPC Legal Approval](#)***Validation****Adding** Spouse Child Other Dependent Is New Spouse Military Member (Yes) (No) (Member to Member) Is the dependent a "Questionable Dependent" (Yes) (No) Does it need to go to Legal (Yes) (No) Received back from Legal Is dependent over 21 (Yes) (No) Will this include Name Change (Yes) (No) Reserve Member (Yes) (No) ** Follow the 3PM and DA Help Guides on additional Reserve requirements****Documents Needed** Dependency Worksheet CG-2020 BAH Worksheet CG-2025 Member Married to Member Worksheet CG-2025B (if applicable) Marriage or Original State Birth Certificate (Original) Support Statement CG-2020A (If child over 21, parent or parent-in-law as a dependent.) Designation of Beneficiaries CG-2020D Court order authorizing name change Naturalization certificate authorizing name change Additional Supporting documentation IAW Ref (b) Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)**To Do** Enter Dependent Information in DA. Use the [Dependent Information](#) guide. Update marital status for the member in. Use the [Personal Data Updates](#) guide. Update Name Change (If required) Use the [Personal Data Updates](#) guide. Update BAH (if required) Update COLA /OCOLA (if required) Create SPO ticket for all transactions that affect pay. Council member on ID cards, updating emergency contacts in DA, and Designation of Beneficiaries CG-2020D, Update SGLI and FSGLI / Reserve MBR Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221) Upload documents into iPerms – Batch #**Notes**

- P&A Offices are now authorized to make dependency determinations for illegitimate children. IAW Ref (f)
- OCOLA- Command sponsorship/bona fide resident memo may be required- OCOLA starts on the date the command sponsorship memo is signed.
- Proof of Birth from the hospital is not sufficient. Must be original birth certificate from the state.

Remove/Change Status of Dependent Checklist

P&A YN:

Member Name:

EMPLID:

Unit:

Dependency Date:

The use of DA Help Guides and PPPM is encouraged, as things change quickly, and they are updated regularly.

REFERENCES: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

(b) [Personnel & Pay Procedures Manual](#) Chapter 6

(c) PPC Site - DA help Guides and Forms

(d) [Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 \(series\)](#)

(e) Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)

Validation

- Reason for removal/change:** Divorce Change of BAH status for children / Step-Children
 Death of Spouse Death of other dependent Entry Error- does not belong in record
 Was the Spouse Military Member (Yes) (No) (Member to Member change)
 Will this include Name Change (Yes) (No)
 Reserve Member (Yes) (No) ** Follow the 3PM and DA Help Guides on additional Reserve requirements**

To Do

- Update Dependent Information in DA. Use the guide linked in the Notes section.
- Update marital status for the member in Personal Data / Personal Information. Use the [Personal Data Updates](#) guide. (Core HR **Personal Data** = HR Data Shortcuts **Personal Information**)
- Update BAH and OCOLA in DA.
- Create SPO ticket for all transactions that affect pay.
- Council member on ID cards, updating emergency contacts in DA, and Designation of Beneficiaries CG-2020D, Update SGLI and FSGLI / Reserve MBR Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)
- Upload documents into iPerms. Batch # _____

Documents Needed

- Divorce or Death Certificate (Original)
- Dependency Worksheet CG-2020
- BAH Worksheet CG-2025
- Designation of Beneficiaries CG-2020D
- Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)

Notes

- DO NOT delete a dependent due to a status change. This will potentially cause multiple overpayments. Use the [Divorce Annulment or Death of Dependent](#) guide for divorce or death.
- Dependents age out and are no longer BAH eligible dependents when they turn ___ or ___ if they're a full-time student. Ensure proper DA updates are completed.
- If the dependent/beneficiary changed their name, it is NOT a correction; it is an update.

Section D: Good Conduct

- D.1. Introduction** This section Provides Checklist for determining eligibility and processing Good Conduct Awards for Active-Duty and Reserve members.
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- D.2. References** [\(a\) Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
[\(b\) Coast Guard Military Medals and Awards Manual, COMDTINST 1650.25 \(Series\)](#)
[\(c\) PPC Pages- DA help Guides-Forms](#)
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- D.3. Discussion** This checklist, along with the other documents listed, is a guide to assist Admin and P&A Offices in determining eligibility for and processing Good Conduct Awards for AD and Reserve members.
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Good Conduct Criteria

RECORDS INDICATE MEMBER IS:

Eligible
 Not Eligible
 New Eligibility date _____

P&A/ ADMIN YN:

Member Name:	EMPLID:	Unit
Last Good Conduct:	Next Good Conduct:	Component:

REFERENCES:
 (a) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 (b) [Coast Guard Military Medals and Awards Manual, COMDTINST 1650.25 \(Series\)](#)
 (c) [PPC Pages- DA help Guides-Forms](#)

CRITERIA:
 All AD/RSV must meet the following eligibility requirements for 3 consecutive years.

**Meets
Criteria**

Does member have a negative or disqualifying CG-3307's <input type="checkbox"/> Yes <input type="checkbox"/> No (if NO meets criteria)	
Does member have NJP or 4910 <input type="checkbox"/> Yes <input type="checkbox"/> No (if NO meets criteria)	
Does member have UNSAT EER <input type="checkbox"/> Yes <input type="checkbox"/> No (if NO meets criteria)	
Does member meet minimum point requirements listed below <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes meets criteria)	

PAYGRADES	MIL	PERF	PROF	LDRSHP
E-1 – E-3	6	6	9	6 (E-3 only)
E-4 – E-6	6	9	12	12
E-7 – E-9	6	12	12	15

Reserve member earned 70 retirement points for the last 3 anniversary years Yes No (if **Yes** meets criteria)
 *****(Note 3)**

Has Reserve member been on Active-Duty (other than ADT) during this 3 Year Period? Yes No If yes how long _____

Does member qualify for Active Duty or Reserve Good Conduct AD RES *****(Note 2)***

Award # _____

Notes

- CG Reserve Members three-year Good Conduct eligibility period is computed from the member's anniversary date.
- CG Reserve Members who spend more than half of their consecutive three-year period on AD orders are eligible to receive a regular Good Conduct Award
- CG Reserve Members Points between 01March 2020 and 01June 2023 Point requirement was reduced to 50 points.
- Members who receive an NJP or UNSAT due to NJP will enter a new eligibility period the day after NJP is awarded
- Members who are convicted by court-martial and sentenced to a period of confinement will enter a new eligibility period the day they are released from confinement; if no confinement is included in the sentence, then the new Good Conduct eligibility period will begin the day following conviction
- A new period of eligibility begins the day after the effective date of the EER in which the UNSAT mark was awarded.

Tracking of ineligible members new eligibility start dates are important, you will not have to research the member every month.

Good Conduct Processing Checklist

P&A YN:

Member Name:	EMPLID:	Unit:
Last Good Conduct:	Next Good Conduct:	Component:

Forms Needed

- CG Member Info Report
- EER Summary
- Disqualifying CG-3307's (if applicable)
- NJP/CG-4910
- Reserve Point Statement (Member Balances) (if member of CG Reserves)
- Award Certificate

To Do

- Run Report to determine members due Good Conducts
- Verify Eligibility
- Draft Good Conduct/ Reserve Good Conduct Certificate
- Route Good Conduct Award through the chain of command for signatures
- Receive signed Good Conduct Award
- Enter Good Conduct in DA
- Enter into iPERMS Batch#_____
- Distribute Good Conduct for presentation

***** Each Command has their awards process to follow for routing, and presentation. *******