

**Milper Message Number  
15-368**

**Proponent  
AHRC-PDP-A**

**Title  
UPDATING REQUIREMENT OF ORDERS DATA FOR INDIVIDUAL AWARDS AND  
DECORATIONS**

**...Issued: [17 Nov 15]...**

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A. AR 600-8-22 (MILITARY AWARDS), 25 JUNE 2015.

B. AR 600-8-104 (ARMY MILITARY HUMAN RESOURCE RECORDS MANAGEMENT), 7 APRIL 2014.

C. AR 600-8-105 (MILITARY ORDERS), 28 OCTOBER 1994.

D. THE ELECTRONIC MILITARY PERSONNEL OFFICE FIELD USER'S GUIDE (VERSION 4.7.5  
FEBRUARY 2015).

1. THIS MESSAGE WILL EXPIRE ON 16 NOVEMBER 2017.

2. THIS MESSAGE APPLIES TO REGULAR ARMY PERSONNEL ONLY. THIS MESSAGE  
ANNOUNCES PROCEDURES TO PROPERLY AND ACCURATELY RECORD MILITARY AWARDS  
AND DECORATIONS IN THE ELECTRONIC MILITARY PERSONNEL OFFICE (EMILPO).

3. EFFECTIVE IMMEDIATELY, EMILPO WILL BE USED AS THE SINGULAR ENTRY POINT WHEN  
ADDING INDIVIDUAL AWARDS AND DECORATIONS TO A SOLDIER'S PERSONNEL RECORD.

4. ALL PERSONNEL OFFICES PUBLISHING ORDERS FOR AN APPROVED AWARD MUST ENTER  
THE AWARDS ORDER DATA AND THE EFFECTIVE DATE IN THE APPROPRIATE FIELD IN EMILPO.  
FOR ANY AWARD NOT REQUIRING AN ORDER, PERSONNEL OFFICES WILL ENTER A DEFAULT  
ORDER NUMBER OF 000-000 AND THE ACCURATE EFFECTIVE DATE OF THE AWARD.

5. SOURCE DOCUMENTS, AS OUTLINED IN AR 600-8-104, USED TO UPDATE AWARDS AND  
DECORATION DATA WILL BE UPLOADED TO IPERMS WITHIN TWENTY FOUR (24) HOURS OF THE  
EMILPO UPDATE.

6. THIS ACTION IS REQUIRED TO SUPPORT RECORD ACCURACY EFFORTS. ANY DATA BEING  
ADDED TO EMILPO WHICH IS DEEMED INCORRECT DURING AN AUDIT WILL BE RETURNED TO  
THE SOLDIER'S UNIT FOR CORRECTIONS.

7. FOR QUESTIONS REGARDING THIS MESSAGE, CONTACT THE AWARDS AND DECORATIONS  
BRANCH AT [USARMY.KNOX.HRC.MBX.TAGD-AWARDS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-AWARDS@MAIL.MIL).