

**MILPER Message Number
17-269**

**Proponent
AHRC-PDF**

**Title
Reissuance of Updating Requirement of Orders Data for Individual
Awards and Decorations**

...Issued:[8/29/2017 10:33:04 AM]...

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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 4.7.8, 8 May 2016).
 - E. Updating Requirement of Orders Data for Individual Awards and Decorations.
1. This message will expire on 28 August 2018.
 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) as we continue to prepare the Army for transition to IPPS-A.
 3. Individual awards transactions performed in Total Officer Personnel Management Information System (TOPMIS) do not update eMILPO with all required data fields. eMILPO is the migration platform to the Integrated Personnel and Pay System – Army (IPPS-A). Effective immediately, utilize eMILPO 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. As outlined in AR 600-8-104, upload source documents used to update awards and decoration data to the Soldiers' Army Military Human Resource Record in the Integrated Electronic Records Management System (iPERMS).

6. This action is required to support records accuracy and audit efforts. Any data added to eMILPO deemed incorrect during an audit will be returned to the Soldier's unit for corrections.

7. For questions regarding this message, contact eMILPO branch at usarmy.knox.hrc.mbx.tagd-emilpo@mail.