

AWARD RECOMMENDATION IMPROVEMENT GUIDELINES

1. Ensure that Parts I (Soldier Data) and II (Recommender Data) of the DA Form 638, Recommendation for Award, are filled out correctly.
2. Endorsements from commanders in the chain-of-command have a positive effect on the approval authority's decision to approve the recommended award.
3. If at all possible, utilize the prescribed Army software (My Forms) Portal to prepare the DA Form 638.
4. Prior to writing Part III (Justification and Citation Data):
 - a. Gather all the facts.
 - b. Organize the facts into chronological order.
5. When writing achievements:
 - a. Be specific.
 - b. Use one idea per sentence.
 - c. Aim for short sentences.
 - d. Use direct statements – active verbs.
 - e. Eliminate “introductory” words.
 - f. Get rid of “saying nothing” words.
 - g. Never say “successful accomplishment”; say “accomplishment” only.
6. Check for spelling errors. Utilize the spell-check function.
7. Ask someone to read your draft.
8. Check, double-check, and re-check!

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO Commander (Address of Approval Authority of the Recommended Award)	2. FROM Commander (Address of Soldier's Immediate Commander)	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
7. ORGANIZATION Soldier's Unit Address	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD MSM	11. PERIOD OF AWARD
		a. FROM
12. REASON FOR AWARD		
12a. INDICATE REASON	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input type="checkbox"/>
		13. PROPOSED PRESENTATION DATE (YYYYMMDD)

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) Name of Recommender	15. ADDRESS Recommender's Unit Address		
16. TITLE/POSITION Title/Position of Recommender	17. RANK		
18. RELATIONSHIP TO AWARDEE e.g. Supervisor	19. SIGNATURE		

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1

Block 20 allows up to 4 separate achievements to be listed for awards of the AAM, ARCOM and MSM. For recommendations of LOM, a narrative justification is required and will be added as an addendum (enclosure) to the DA Form 638; block 20 of DA Form 638 is left blank. The narrative justification will be prepared on a separate 8-1/2" x 11" bond paper, double-spaced, not exceeding 2 pages in length, using 12 point font.

ACHIEVEMENT #2

For awards of the AAM, ARCOM and MSM, you can use bullet statements to list individual's meritorious achievements or service.

ACHIEVEMENT #3

Justifications/achievements must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were realized that significantly exceeded expected performance of duty. For example, name specific plans, programs or actions that enhanced the readiness or effectiveness of the unit or organization, or that have made notable contributions to the morale or esprit de corps.

ACHIEVEMENT #4

21. PROPOSED CITATION

Always start the citation with "For...." Only the most common abbreviations and acronyms may be used. It is not necessary to indicate the period covered in citations. Citation for awards of the AAM, ARCOM, and MSM are limited to 4 lines, except retirement awards which can be up to six lines. For LOM, the citation is limited to nine lines and will be prepared on separate 8-1/2" x 11" bond paper, double-spaced, using 12 point font; block 21 of DA Form 638 is left blank. Citation should have at least one sentence addressing the accomplishments of the awardee.

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE (YYYYMMDD)
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
7. ORGANIZATION	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD ARCOM	11. PERIOD OF AWARD a. FROM b. TO
12. REASON FOR AWARD		
12a. INDICATE REASON	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input type="checkbox"/>
		13. PROPOSED PRESENTATION DATE (YYYYMMDD)

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial)	15. ADDRESS	
16. TITLE/POSITION	17. RANK	
18. RELATIONSHIP TO AWARDEE	19. SIGNATURE	

PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS

ACHIEVEMENT #1
COL _____ performed in a truly superb manner as Legal Administrator, U.S. Army Medical Research and Materiel Command and Fort Detrick, from April 2008 through September 2008. Immediately upon his arrival he was challenged with preparing the manpower surveys for both the USAMRMC and the Fort Detrick USAG. Despite no previous experience with either command, he excelled in coordinating with both of the commands to meet the very short suspense, providing information on more than 50,000 manhours for 34 personnel.

ACHIEVEMENT #2
CPT _____ skillfully managed and executed the command ethics program. As the primary ethics counselor, he provided face-to-face ethics training for over 3,000 employees accomplishing the USAMRMC's mandatory 100% training requirement. He also reviewed 850 confidential financial disclosures OGE 450 reports and prepared numerous ethics opinions on a myriad of topics to include the processing of over \$200,000 of non-federal source funded travel for government employees.

ACHIEVEMENT #3
CW2 _____ leveraged his well-honed civilian management expertise to flawlessly handle numerous OSJA personnel actions. This was particularly impressive given our personnel shortfalls of critical positions. Working with three Army Reserve Centers, he handled several unique funding issues to ensure quality reserve support of three DSJAs, two legal assistance attorneys, one contract law attorney, and one administrative law attorney. He was also instrumental in ensuring the smooth transition of our two new attorneys.

ACHIEVEMENT #4
MAJ _____ used his understanding of the WEB to completely redesign the ODCSLOG WEB page. He also revised the ODCSLOG Army Knowledge Online collaboration page to which he filed all of the updated USAMRMC ODCSLOG policies and regulations, and CLRP checklists. This AKO site allows all of the subordinate commands 24 hours access to these documents regardless of their global location. He also developed a customer support survey which allows the ODCSLOG staff insight into our customer's level of satisfaction.

21. PROPOSED CITATION

