**DA Form 638, Recommendation For Award Instructions**

**Block 1.** Enter the address of the final approval authority in block 1. Fill in the office information of the next office above the recommender in the Chain of Command. This is the office with approval authority.

**Block 2.** Enter the address of the Soldier’s immediate commander in block 2. Address of the command sending the award for approval.

**Blocks 3.** This field is automatically completed once the user signs block 19.

**Block 4.** Click the “SET NAME” button in block 4 and enter Soldier’s complete name, then click “SAVE NAME.”

**Block 5.** Enter Soldier’s rank in block 5 or click the drop down menu and select a rank.

**Block 6-7.** Enter Soldier’s social security number and unit in blocks 6 and 7, respectively.

 **Block 8.** List all previous individual decorations to include oak leaf clusters or numerals in block 8 (for example, AAM–2OLC). If no award, state “NO AWDS.” The user will click on the “PREVIOUS AWARDS” button to complete. The awards must match what is on the Soldiers most current ORB/ERB.

**Block 9.** Use block 9 for recommendations for award to members of other U.S. Armed Forces and foreign military personnel. For foreign military personnel enters the country (for example, Federal Republic of Germany).

**Block 10.** Enter the award being recommended to include number of award/oak leaf cluster. If it is the individual’s first award, there will not be an oak leaf cluster. Example: First MSM=MSM Second MSM= MSM-1 OLC

**Block 11.** Enter the period covered by proposed award in block 11. The date format is YYYYMMDD. In addition, the user will click on “SET DATE” button to complete the field.

**Block 12-19**. Self-Explanatory.

**Block 20.** For the AAM, ARCOM, or MSM, using the space provided in the DA Form 638, fill in the Soldier's achievements or meritorious service using bullet format. Use the narrative page for LMs and higher. Single space and paragraph format.

**Block 21.** Citations for award of the MSM, ARCOM, and AAM are limited to six lines and will be restricted to the space allowed on the DA Form 638. Awards of the DSM and above may be up to 19 lines. All other awards are limited to nine lines and may be submitted on the enclosed narrative page.

**Block 22.** Staff Section Admin Clerk should sign and date verifying individual is eligible for the recommended award.

**Block 23-25.** Fill in intermediate commanders' as appropriate.

**Block 26-31.** Completed by Orders Issuing Authority