

**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)	
<b>PART I - SOLDIER DATA</b>					
4. NAME (Last, First, Middle Initial)		5. RANK		6. SSN	
7. ORGANIZATION		8. PREVIOUS AWARDS			
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD		11. PERIOD OF AWARD	
				a. FROM (YYYYMMDD)    b. TO (YYYYMMDD)	
12. REASON FOR AWARD					
12a. INDICATE REASON		12b. INTERIM AWARD		12c. POSTHUMOUS	
		IF YES, STATE AWARD GIVEN		YES <input type="checkbox"/> NO <input type="checkbox"/>	
				13. PROPOSED PRESENTATION DATE (YYYYMMDD)	
<b>PART II - RECOMMENDER DATA</b>					
14. NAME (Last, First, Middle Initial)		15. ADDRESS			
16. TITLE/POSITION					
18. RELATIONSHIP TO AWARDEE		19. SIGNATURE			
<b>PART III - JUSTIFICATION AND CITATION DATA</b> (Use specific bullet examples of meritorious acts or service)					
20. ACHIEVEMENTS					
ACHIEVEMENT #1					
ACHIEVEMENT #2					
ACHIEVEMENT #3					
ACHIEVEMENT #4					
21. PROPOSED CITATION					

NAME (Last, First, Middle Initial)		SSN	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.		31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY (Last, First, Middle Initial)	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

NAME (Last, First, Middle Initial)		SSN	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
<b>25-A1. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A2. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A3. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A4. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A5. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

**MILITARY AWARDS BRANCH  
200 STOVALL STREET, SUITE 3S67  
ALEXANDRIA, VA 22332-0471**

Tel: (703)325-8700

Please visit the Awards Branch Homepage via PERSCOM  
*on line at: <http://www-perscom.army.mil/tagd/awards>*

**ELEMENTS REQUESTED TO SUPPLEMENT AWARD RECOMMENDATION**

- ☐ ORIGINAL OR RECONSTRUCTED RECOMMENDATION FOR AWARD (DA FORM 638)
- ☐ ORIGINAL OR RECONSTRUCTED NARRATIVE OF THE ACTION(S) PERFORMED BY THE SOLDIER BEING RECOMMENDED
- ☐ ORIGINAL OR RECONSTRUCTED CITATION
- ☐ REFERRAL BY A MEMBER OF CONGRESS
- ☐ EYEWITNESS STATEMENT(S) ATTESTING TO THE ACT(S) PERFORMED BY THE SOLDIER BEING RECOMMENDED
- ☐ SWORN AFFIDAVIT(S) FROM INDIVIDUAL(S) MAKING STATEMENT(S) ON BEHALF OF SOLDIER BEING RECOMMENDED
- ☐ CHAIN OF COMMAND ENDORSEMENTS (IF AVAILABLE)
- ☐ PRIVACY RELEASE STATEMENT
- ☐ DISCHARGE DOCUMENT (i.e., WD AGO 53-55, DD FORM 214)
- ☐ OTHER RELATED DOCUMENTATION PERTAINING TO THE SOLDIER AND THE ACT(S) TO BE RECOGNIZED (e.g., EXTRACTS OF UNIT RECORDS, SKETCHES, MAPS, DIAGRAMS, PHOTOGRAPHS, etc.)

**NOTE: COMPLETE PACKET MUST BE SUBMITTED AS ORIGINAL AND THREE COPIES.**

**REPOSITORIES OF POTENTIAL SOURCES OF INFORMATION**

COMMANDER, U.S. ARMY RESERVE PERSONNEL COMMAND, ATTN: ARPC, 9700 PAGE AVENUE, ST. LOUIS, MO 63132-5000.

DIRECTOR, NATIONAL PERSONNEL RECORDS CENTER, ATTN: NCP-MA, 9700 PAGE AVENUE, ST. LOUIS, MO 63132-5200.

NATIONAL ARCHIVES AT COLLEGE PARK, ATTN: TEXTUAL REFERENCE BRANCH, 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001.

NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NARA), LIBRARY AND PRINTED ARCHIVES BRANCH, 8TH AND PENNSYLVANIA AVENUE, NORTHWEST, WASHINGTON, DC 20408.

**NARA WORLD WIDE WEB HOMEPAGE - (<http://www.nara.gov>)**