



# ARCOM Checklist

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

GFC Command/HQ Dir: \_\_\_\_\_

## DA 638 - Recommendation for Award Requirements

- 1. DA Form 638 - Recommendation for Award (PDF-fillable format) (**DO NOT SCAN**) submitted with recommender digital signature in Block 19, and Soldier eligibility verification signature by S-1/G-1/HR representative in Block 22a.
- 2. Achievements will be entered using space allowed in DA Form 638, Block 20
- 3. Proposed Citation will be entered in Block 21 of the DA Form 638, single spaced in sentence case, spell out abbreviations, and no more than 6 lines.
  - PCS/SVC citations will start as follows: *“For exceptional service as duty position, unit, command.”*
  - Retirement citations will start as follows: *“For exceptional service in positions of increasing responsibility, culminating a \_\_\_-year career as duty position, command.”*
- 4. DA Form 638 must be digitally signed by all intermediate authorities.

## Support Documents (submit with all award recommendations unless noted)

- 1. **Automated Record Brief** - Officer Record Brief (ORB)/Enlisted Record Brief (ERB)
- 2. **APFT Score Card** (DA Form 705) with profile (if applicable) - height/weight screening must be within 6 months of the end period of the award.
- 3. **Body Fat Content Worksheet** (DA Form 5500/5501) (if applicable)
- 4. **Copy of Interim Award** (if applicable) - must include both the DA Form 638 and award certificate IAW AR 600-8-22, Para 1-20
- 5. **Letter of Lateness** (if applicable) signed by GFC Commanding General. ARCOM recommendations are considered late if not received at USARC **60** days prior to the end period of award (DA Form 638, block 13).
- 6. **Retirement Awards Only: Approved Waiver for Overweight/APFT Failure Soldiers** (if applicable) signed by the first General Officer in the Soldier’s chain of command, IAW AR 600-8-22 Para 1-17c.



# AAM Checklist

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

GFC Command/HQ Dir: \_\_\_\_\_

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- 2. Achievements will be entered using space allowed in DA Form 638, Block 20
- 3. Proposed Citation will be entered in Block 21 of the DA Form 638, single spaced in sentence case, spell out abbreviations, and no more than 6 lines.  
-- PCS/SVC citations will start as follows: "*For outstanding service as duty position, unit, command.*"
- 4. DA Form 638 must be digitally signed by all intermediate authorities.

## Support Documents (submit with all award recommendations unless noted)

- 1. **Automated Record Brief** - Officer Record Brief (ORB)/Enlisted Record Brief (ERB)
- 2. **APFT Score Card** (DA Form 705) with profile (if applicable) - height/weight screening must be within 6 months of the end period of award
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