Common Errors found on DA Form 638 Citation 1/4

Common Errors	Correct
"**For** meritorious service…"	"meritorious service.." (For is already printed on certificate).
01 January 1980 **to** 16 December 2000	1 January 1980 through 16 December 2000
"**SFC** Sunffy displayed….."	"Sergeant First Class Snuffy displayed…" (No acronyms)
"**exceptional** meritorious service.."	"exceptionally meritorious service.."
Non-Commissioned Officer	Noncommissioned Officer
1 June, 2014	1 June 2014 (No commas in the dates)
"….assignment as the Quality Assurance **NCO** for the…"	"…assignment as the Quality Assurance Noncommissioned Officer for the…." (No abbreviations in citation **UNLESS** it is spelled out the first time)
"….while serving as the S3 for **2** years…"	"….while serving as the S3 for **two** years…" (The number 10 and below should be spelled out)
"…in positions of increasing responsibility while serving as the Chief Instructor …."	"…in positions of increasing responsibility **culminating** as the Chief Instructor …."
"His selfless service and devotion to duty are in keeping with the highest traditions of military service and **reflects**…"	"His *selfless service and devotion to duty* are in keeping with the highest traditions of military service and **reflect**…" (Multiple qualities reflect)
"His selfless service is in keeping with the highest traditions of military service and **reflect**…"	"His *selfless service* is in keeping with the highest tradition of military service and **reflects**…" (Single qualities reflects)
"…reflect great credit upon himself, **his unit**, the North Carolina National Guard, and the United States Army"	"…reflect great credit upon himself, the North Carolina National Guard, and the United States Army" (Only list 3 qualities they showed great credit upon)
""…reflect great credit upon himself, the North Carolina National Guard, and the **United States Army**" (State Award)	"…reflect great credit upon himself, his unit, and the North Carolina National Guard"
"…reflect great credit upon himself, his unit, and the **North Carolina National Guard**" (Federal Award)	""…reflect great credit upon himself, the North Carolina National Guard, and the United States Army"

Common Admin Errors found on DA Form 638 Page 2/4

Block 9. Branch of Service:
Should be left blank unless it's a civilian award /LOM/other service.

Block 11. Period of Award:
Dates should be entered correctly and match the dates put in the citation.

Block 13. Proposed Presentation Date
This date should be future date not a date that has already passed.

Block 20. Achievements
Allows for up to 4 separate achievements to be listed. A maximum of 4 lines may be completed. For LOM and NCDSM, narrative must be one page, double spaced and no acronyms

Block 21. Proposed Citation
Citation for awards are limited to 6 lines. LOM, NCDSM are limited to 9 lines. Narrative must be one page, double spaced and no acronyms.

Block 22a.
Check to see if Soldier is flagged. If flagged, check AR 600–8–2 for award eligibility. If they are eligible for the award, make sure this block is signed.

Block 25-30. Authority for LOM:

25. INTERMEDIATE AUTHORITY	a. TO NGB, ATTN: ARNG-HRH-A ARLINGON, VA 22204	b. FROM NGNC-TAG	c. DATE (YYYYMMDD)
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		☐ UPGRADE TO:	☐ DOWNGRADE TO:
e. NAME (Last, First, Middle Initial) LUSK, GREGORY A.		f. RANK MG	
g. TITLE/POSITION THE ADJUTANT GENERAL		h. SIGNATURE	
i. COMMENTS			

26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM Director, Army National Guard ARNG-Z	c. DATE (YYYYMMDD)
d. ☐ APPROVED ☐ DISAPPROVED		☐ RECOMMEND UPGRADE TO:	☐ DOWNGRADE TO:
e. NAME (Last, First, Middle Initial) LYONS, JUDD H.		f. RANK MG	
g. TITLE/POSITION DIRECTOR, ARMY NATIONAL GUARD		h. SIGNATURE	
i. COMMENTS			

PART V - ORDERS DATA

27a. ORDERS ISSUING HQ ARNG-HRH-A	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual
28a. NAME OF ORDERS APPROVAL AUTHORITY REGINA MCDONALD	28b. RANK MSG	
28c. TITLE/POSITION CHIEF, AWARDS SECTION	29. APPROVED AWARD LOM	
28d. SIGNATURE	30. DATE (YYYYMMDD)	

Common Admin Errors found on DA Form 638 Page 3/4

Block 25-30. Authority for MSM, NCMSM, NCDSM, NCCCM, NCCMSM, NCCDSM:

25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL		☐ UPGRADE TO: ☐ DOWNGRADE TO:	
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM THE ADJUTANT GENERAL RALEIGH, NC 27607	c. DATE (YYYYMMDD)
d. ☐ APPROVED ☐ DISAPPROVED		☐ RECOMMEND UPGRADE TO: ☐ DOWNGRADE TO:	
e. NAME (Last, First, Middle Initial) LUSK, GREGORY A.		f. RANK MG	
g. TITLE/POSITION THE ADJUTANT GENERAL		h. SIGNATURE	
i. COMMENTS			

PART V - ORDERS DATA

27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION
NGNC-G1 1636 GOLD STAR DRIVE, RALEIGH, NC 27607		1-File 1-OMPF 1-Unit 3-Individual
28a. NAME OF ORDERS APPROVAL AUTHORITY BRIAN T. CASTLE	28b. RANK MAJ	
28c. TITLE/POSITION G1 PLANS AND POLICY OFFICER	29. APPROVED AWARD MSM	
28d. SIGNATURE	30. DATE (YYYYMMDD)	

Guidance put out by State Awards Section 4/4

- Remember to spell check and review grammar errors before signing.
- Awards are no longer being boarded without appropriate signatures on suspense date unless approved by COL Simpson (direct call from MSC Commander to COL Simpson).
- If dates aren't correct they will not be boarded (Block 11 and in citation).
- No more "I'll fix by the end of the day". Award will be complete and correct before reaching the awards board.
- Email all awards to G1 Board inbox and save each attachment as SM last name-Award type (Snuffy-MSM)