

Nomination Procedures for the Orders of Saint Barbara and the Artillery Order of Molly Pitcher

New forms (MAR 2006) must be used or it will delay your nominations. Forms are available online at www.fieldartillery.org or in the *FA Journal*.

ANCIENT ORDER OF SAINT BARBARA. The Ancient Order is the more distinguished of the two levels of the Military Society of Saint Barbara. It recognizes the select few who stand above their brethren of the Honorable Order. The specific criterion for accession into the Ancient Order is to have performed *conspicuous, long-term service for or on behalf of the United States Army Field Artillery or Marine Corps Field Artillery*. The Ancient Order is reserved for an elite few whose careers have embodied the spirit, dignity and sense of sacrifice and commitment epitomized by Saint Barbara. Membership in the Honorable Order is not a prerequisite for membership in the Ancient Order.

The approving authority for all awards of the Ancient Order of Saint Barbara is the Commanding General, United States Army Field Artillery Center and Fort Sill. The Commanding General may approve, disapprove or downgrade the nomination to the Honorable Order, as he deems appropriate.

HONORABLE ORDER OF SAINT BARBARA The Honorable Order of Saint Barbara recognizes those individuals who have *demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of professional competence, served the United States Army or Marine Corps Field Artillery with selflessness; and contributed to the promotion of the Field Artillery in ways that stand out in the eyes of the recipient~ seniors, subordinates and peers, alike*. The approval authority for the Honorable Order of Saint Barbara is reserved for O-5 Field Artillery commanders when no O-6 is available and above. They may approve the award for those in or associated with their commands. When there is no such Field Artillery commander available, the Commanding General of the United States Army Field Artillery Center and Fort Sill is the approving authority for the Honorable order of Saint Barbara.

ARTILLERY ORDER OF MOLLY PITCHER The Artillery Order of Molly Pitcher recognizes individuals who have *voluntarily contributed in a significant way to the improvement of the Field Artillery Community*. Approval authority for the Artillery Order of Molly Pitcher is the same as the Honorable Order of Saint Barbara. If no O-5 FA Commander is available, the Commanding General of the United States Army Field Artillery Center and Fort is the approving authority.

All nomination requests must come to the United States Field Artillery Association office.

HOW TO REQUEST AWARDS

To ensure the potential awardee is not a prior recipient, you may call or email the United States Field Artillery Association before sending the nomination to us. Our database contains the names of most past awardees.

HONORABLE ORDER OF SAINT BARBARA AND/OR ARTILLERY ORDER OF MOLLY PITCHER Complete the order form(s), including full name, rank, presentation date, DOB, SSN. The approving authority signs the packet, ensuring the nominated person meets the award criteria. Send the form to the United States Field Artillery Association, Post Office Box 33027, Fort Sill, Oklahoma 73503-0027; telephone: (580) 355-4677; FAX: (580) 355-8745; Email: awards@fieldartillery.org. **Include** payment for the awards. We will not process award **requests unless** we receive full payment. We accept VISA, MasterCard, Discover and American Express credit cards. When an O-6 FA Commander is not available, an O-5 Field Artillery Commander may approve the Honorable Order of Saint Barbara and the Artillery Order of Molly Pitcher. They may approve awards for those in or associated with their commands or communities. When there is no such Field Artillery commander available, the Commanding General, United States Army Field Artillery Center and Fort Sill, is the approving authority for the Honorable Order of Saint Barbara. **If you do not have a local approving authority, follow the instructions for requesting the Ancient Order of Saint Barbara.**

ANCIENT ORDER OF SAINT BARBARA. Follow the procedures listed for the Honorable Order of Saint Barbara, and then *include a justification letter in your award submission*. There is **no** special format for this letter. It simply must contain sufficient details about the candidate to enable the Commanding General, Fort Sill, to make an informed decision. You may request a sample nomination letter by calling our office. If the Commanding General decides the justification does not merit the honor, then the Field Artillery Association will refund full payment to the requestor. Send the nomination packet and payment through the United States Field Artillery Association to the Commanding General. Mail it to Post Office Box 33027, Fort Sill, Oklahoma 73503-0027; telephone: (580) 355-4677; FAX (580) 355-8745; Email: awards@fieldartillery.org. **Include payment for the awards. We will not process award requests unless we receive full payment.** We accept VISA, MasterCard, Discover and American Express credit cards.

DISCOUNTS/PENALTIES There is a discount for bulk orders. Payment must be included. There is a 25% penalty for nominations arriving at the national headquarters *less than one month* before the projected presentation date. There is a 50% penalty for nominations arriving less than two weeks before the presentation date.