

# New Revised USFAA Awards Nomination Procedures

New forms (OCT 2010) must be used or it will delay your nominations.

Forms are available online at [www.fieldartillery.org](http://www.fieldartillery.org) or in the *Artillery Journal* or by calling our National Headquarters at (866) 355-4677.

*The United States Field Artillery Association (USFAA) processes three Field Artillery awards for worthy Redlegs and their spouses: The Ancient Order of Saint Barbara, the Honorable Order of Saint Barbara and the Artillery Order of Molly Pitcher. Each award has specific requirements that must be met before induction. The USFAA awards are unique and special to our members and our branch. To maintain the integrity of these awards, it is essential that nominators and those involved in the approval process adhere to the criteria and uphold the standards for these awards. To do otherwise will deflate the significance of these awards and be unfair to those who have met these criteria and have been presented these awards. Our Board of Directors requires that the Approving Authorities, Nominators and Nominees of the awards be USFAA members in good standing. If the Nominee is not a member, the cost for the award will reflect membership for the individual to the USFAA.*

To ensure the potential awardee is not a prior recipient, you may call or email the USFAA before sending the nomination to us. Our database contains the names of most past awardees. All nomination requests must come to the USFAA office. If you have any questions, please call our Awards Department at toll-free (866) 355-4677 between 8am and 4pm Monday-Friday.

## 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, who have made a conspicuous long-term significant contributions to the branch and who are members in good standing of the USFAA. If the Nominee is not a member, the cost for the award will reflect membership for the individual to the USFAA. 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 a prerequisite for nomination in the Ancient Order. The approving authority for all awards of the Ancient Order of Saint Barbara is the Field Artillery Commandant, US Army Field Artillery School. The Field Artillery Commandant 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 USFAA Members in good standing 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 seniors, subordinates and peers of the recipient. If the Nominee is not a member, the cost for the award will reflect membership for the individual to the USFAA. The approval authority for the Honorable Order of Saint Barbara is reserved for USFAA members in good standing who are O5 or above Field Artillery Commanders. They may approve the award for those in or associated with their commands. When there is no such FA commander available, the Field Artillery Association has an available FA Commander to sign off, however a nomination letter must be submitted for each nominee for the standing Commander to review.

## 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. When there is no such FA commander available, the Field Artillery Association has an available FA Commander to sign off, however a nomination letter must be submitted for each nominee for the standing Commander to review. All Molly Pitcher nominees or their spouses must be a USFAA Member in good standing. Those who are not or whose spouses may not be members, the cost for the award will reflect membership for the individual to the USFAA.

## HOW TO REQUEST AWARDS

### HONORABLE ORDER OF SAINT BARBARA AND/OR ARTILLERY ORDER OF MOLLY PITCHER

Complete the order form(s) available through the *Artillery Journal* or on the USFAA website ([www.fieldartillery.org](http://www.fieldartillery.org)). The approving authority signs the packet, ensuring the nominated person meets the award criteria. A LTC FA 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 FA commander available, the Field Artillery Association has an available FA Commander to sign off, however a nomination letter must be submitted for each nominee for the standing Commander to review.

### 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 Field Artillery Commandant to make an informed decision. You may request a sample nomination letter by calling our office at toll-free (866) 355-4677. Late submissions are not guaranteed to arrive on time due to the unknown schedule of the Commandant. If the Chief of the Field Artillery decides the justification does not merit the honor, the USFAA will refund 50% of the payment to the requester.

Mail nomination packets and payment to the US Field Artillery Association, PO Box 33027, Fort Sill, Oklahoma 73503-0027; phone: (580) 355-4677; Email: [awards@fieldartillery.org](mailto:awards@fieldartillery.org). **Include payment for the awards. We will not process award requests unless we receive full payment and full address information on nominee.** UPS/Fed Ex deliveries should be made to the USFAA, Bldg 758 McNair Avenue, Fort Sill, Oklahoma 73503.

**DISCOUNTS/PENALTIES** There is a discount for on-time 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. Shipping fees may be applied to late awards to ensure their on-time arrival.