



USFAA Individual Nomination Form

Order of Molly Pitcher

Date of Request _____

1. Identify below the Field Artillery Commander (LTC or above) Approving Authority requesting the award or the Senior Field Artillery Nominator (not an approving authority) in the area, if no Commander is available. (All approving authorities, nominators & nominees **must be current members of the USFAA**. See *Nomination Procedures* at www.fieldartillery.org.)

Signature of Commander (FA LTC or above) Must be a USFAA Member _____	Point of Contact _____
Signature block of Commander (As it will appear on certificate) _____	Unit and Contact Phone (No DSN) _____
Unit address (If different than POC address) _____	Shipping address (MUST BE A STREET ADDRESS) _____
Presentation date _____	E-Mail address _____

2. Identify below the nominee and provide all requested information. For multiple nominations, please use the Multiple Nomination Form that can be found on our website at www.fieldartillery.org. Chapter affiliation: _____

Rank & Name as it will appear on the certificate _____ **REQUIRED** Last four of SS and/or DOB _____

Home address, email and phone # **REQUIRED** _____

If the nomination is received at the USFAA office less than 30 days from the presentation date, a 25% late fee will be assessed per award with no exceptions. *Nominations received with 2 weeks of presentation date will be assessed a 50% late fee per award, a rush shipping fee of will be applied and will have to be pre-approved by Awards Manager before processing.* Orders received without including late fees, if applicable, are considered incomplete. Incomplete orders will not be processed.

4. **Compute total cost of awards:**

	<u>Cost</u>	<u>Qty.</u>	<u>Total</u>
Special Package (Includes Medal & Certificate with presentation folder)	\$30 x	_____ =	_____
SALES TAX (OKLAHOMA ONLY)	(if applicable) OK SALES TAX 4.875%	_____ =	_____

All Non-Members must pay an additional \$25 each for a one year membership. \$25 x _____ = _____

Home Address, email and telephone numbers must be included to complete packet.

25 % Penalty Per Award (See Section 3) (Excluding membership fees)	If applicable	\$7.50 x	_____ =	_____
50 % Penalty Per Award (See Section 3) (Excluding membership fees)	If applicable	\$15.00 x	_____ =	_____

If your order is received within two weeks of presentation date, you will be charged shipping fees to ensure it gets to you on time. Each late award shipping fee is \$16.95 and will be shipped by Fed Ex/UPS. APO/FPO addresses are shipped via United States Postal Service only and can take up to 12-21 days to be delivered. Please make sure your shipping address is correct. POC is responsible for charges incurred from Fed Ex for incorrect address information.

Late award shipping fee \$ _____

TOTAL DUE \$ _____

5. **Form of Payment:**

_____ Check or Money Order (Returned check fee \$45)

_____ Credit Card (Discover, Amex, MC, Visa) Exp. Date _____

Credit card # _____

Signature of cardholder _____	Billing address _____
Printed name of cardholder _____	City, State & Zip _____

6. **Mail Orders to:**

If Sent by United States Postal Service

USFAA
P O Box 33027
Fort Sill, OK 73503

If Sent by Fed Ex/UPS (Not USPS)

USFAA
Bldg 758 McNair Ave.
Fort Sill, OK 73503

We are not responsible for mail sent to the wrong address.
Penalty will apply to late mail due to incorrect address
Telephone: 580.355.4677—Fax: 580.355.8745
E-mail: awards@fieldartillery.org
Website: www.fieldartillery.org