

DEPARTMENT OF THE ARMY
HEADQUARTERS 1 FIELD ARTILLERY BRIGADE
FORT ANYWHERE, USA 12345

AXXX-XX

1 September 2005

MEMORANDUM FOR USFAA

SUBJECT: Multiple Award Nominations

1. I approve the following people for the listed awards.

<u>RANK</u>	<u>NAME</u>	<u>SSN or DOB</u>	<u>MOS / Job Title</u>	<u>AWARD</u>
COL	Robert W. Smith III	111-11-1111	BDE CDR	Ancient St. Barbara**
SFC	Billy C. Compton	111-11-1111	13B	Honorable St. Barbara
MAJ	Jim R. Davis	111-11-1111	13A	Honorable St. Barbara
SSG	Daniel J. McDonald	111-11-1111	13F	Honorable St. Barbara
CPT	Bobby K. Wright	111-11-1111	13A	Honorable St. Barbara
Mrs.	Susan A. Davis	10-10-1972	N/A	Molly Pitcher
Mrs.	Melissa W. Morgan	4-18-1971	N/A	Molly Pitcher
Ms.	Karen P. Stephens	8-2-1960	N/A	Molly Pitcher
Mrs.	Betty T. Wright	8-12-1965	N/A	Molly Pitcher

2. I will present these awards on 3 December 2005 at our Saint Barbara Celebration.

3. I have attached the Multiple Nomination Form.

4. **I have attached the recommendation letter for COL Smith's award for the approval of the Chief of the Field Artillery.

5. The POC for this memorandum is CPT Reginald Redleg at (123) 456-7890.

Howard Howitzer
LTC, FA
Commanding

**** A recommendation letter is required when submitting all Ancient Orders of Saint Barbara. A recommendation letter is also required when submitting Molly Pitcher and/or Saint Barbara Nominations when there is no 0-5 or above in command of a Field Artillery Unit to approve the nominations.**