



# USFAA Multiple Nomination Form Saint Barbara & 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 USFAA Members. See *Nomination Procedures* at [www.fieldartillery.org](http://www.fieldartillery.org).)**

**APPROVING AUTHORITY**

Signature of Commander (FA LTC or above) **Must be a USFAA Member**

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Signature block of Commander (As it will appear on certificate)

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Unit Address (If different from POC Address)

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PRESENTATION DATE: \_\_\_\_\_

Point of Contact

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Unit Affiliation & Shipping Address for Awards

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Physical Address REQUIRED for Stateside Shipments

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Commercial Phone (NO DSN)

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E-Mail Address

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**2. Please attach your list of nominees on a memorandum signed by the Approving Authority. Use the Multiple Memorandum Example Form-200EX for guidance on how to correctly format your memorandum. You may see this example on our website at [www.fieldartillery.org](http://www.fieldartillery.org)**

**3. Bulk orders (5 or more) must be on a Multiple Nomination Form and must be submitted and paid together with one form of payment. If the order 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 will be applied and will have to be pre-approved by Awards Manager before processing. Orders will not be processed without full payment, including late fees, if applicable. Bulk orders received outside of the 30-day window are eligible for a 5% or 10% discount (see below). No discount will be given if awards are received within 30 days of presentation date. Questions? (866) 355-4677***

4. Compute total cost of awards:	Cost	Qty.	Total
Special Package (Includes Medal & Certificate with Folder) \$30 USFAA Members	\$30 x	_____	= _____
Special Package (Includes Medal & Certificate with Folder) *\$30* USFAA Non-Members	\$30 x	_____	= _____
Bulk Discount (ON-TIME ORDERS ONLY: 5-14 awards 5%; 15+ awards 10%)	(Minus discount if applicable)	-	_____

*Non-Members must pay an additional \$20 each for a one year membership.	\$20 x	_____	= _____
<b>Home Address and telephone numbers must be included to complete packet.</b>			
OKLAHOMA ONLY—Sales Tax 4.875%		If applicable	= _____
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. Please contact our office if this applies to you. *Fed Ex and/or Rush Orders Extra – Please contact us for rates. 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 any charges incurred from Fed Ex for incorrect address information.*

Extra Shipping Fees = \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

**5. Form of Payment:**

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

Credit Card (Disc, Amex, MC, Visa) Exp Date \_\_\_\_\_

Credit Card #

Signature of Cardholder \_\_\_\_\_ Billing Address of Cardholder \_\_\_\_\_

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](mailto:awards@fieldartillery.org)  
Website: [www.fieldartillery.org](http://www.fieldartillery.org)