



# USFAA Individual Nomination Form

## Order of Saint Barbara

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**

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

Unit Address (If different from POC Address)

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

Point of Contact

Unit Affiliation & Shipping Address for Awards

Physical Address REQUIRED for Stateside Shipments

Commercial Phone (NO DSN)

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](http://www.fieldartillery.org).**

Rank & Name as it will appear on the certificate

Award Desired:  Honorable  Ancient

REQUIRED Last 4 of SSN and/or DOB

MOS or Civilian Occupation

REQUIRED Home address and telephone number (Award will not be processed without it).

**3. 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 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. Questions? (866) 355-4677**

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

	Cost	Qty.		
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	_____	=	_____

**\*OKLAHOMA ONLY—Sales Tax 4.875%**

**Non-Members must pay an additional \$20 each for a one year membership.**

**Home Address 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. 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 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