



# 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 current members of the USFAA**. See *Nomination Procedures* at [www.fieldartillery.org](http://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](http://www.fieldartillery.org). Chapter affiliation: \_\_\_\_\_

Rank & Name as it will appear on the certificate _____	Award Desired: <input type="checkbox"/> Honorable <input type="checkbox"/> Ancient
REQUIRED Last 4 of SSN and/or DOB _____	MOS or Civilian Occupation _____
Home address, email and phone # _____	

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.

<b>4. Compute total cost of awards:</b>	<b>Cost</b>	<b>Qty.</b>	<b>=</b>	<b>Total</b>
Special Package (Includes Medal & Certificate with presentation folder)	\$30 x	_____	=	_____
<b>SALES TAX (OKLAHOMA ONLY)</b>	(if applicable) OK SALES TAX 4.875%		=	_____
<b>All Non-Members must pay an additional \$25 each for a one year membership.</b>	\$25 x	_____	=	_____
<b>Home Address, email and telephone numbers must be included to complete packet.</b>				
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		\$	_____
<b>TOTAL DUE</b>				<b>\$ _____</b>

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