



**NCOA<sup>®</sup>**

**THE**

**NON COMMISSIONED OFFICERS ASSOCIATION'S**

**JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)**

**AWARD PROGRAM**

Revised: July 2007

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Revised: July 2007

## **THE NON COMMISSIONED OFFICERS ASSOCIATION OF THE UNITED STATES OF AMERICA**

The Non Commissioned Officers Association (NCOA) is a non-profit fraternal organization founded in 1960 to promote and protect the rights and benefits of enlisted personnel in all five branches of the U. S. Armed Forces, including active duty, National Guard, Reserves, veterans and retirees. The NCOA was granted a federal charter from the U.S. Congress in 1988 and is the only organization exclusively dedicated to representing all active duty, Reserve, National Guard, retired and veteran enlisted service members.

The International Headquarters is located in San Antonio, Texas. The Association also maintains the National Capital Office in Alexandria, Virginia as the Association's liaison office with the U.S. Congress and Department of Defense.

The Association is made up of Chapters and Auxiliaries in the continental U.S. and overseas in Europe, the Pacific Basin and the Far East.

More information on the NCOA can be found on the NCOA's Web site: [www.ncoausa.org](http://www.ncoausa.org).

## **HISTORY OF THE JROTC AWARD**

A JROTC Instructor from a local Phoenix area High School asked why the NCOA did not have an award for the JROTC program as many of the veterans' organizations have. This resulted in three members, TSgt (R) Robert L. Bohach, SSgt (R) William (Bill) A. Chambers, PGK, and CMSgt (R) Glenn E. Coy, of the Roadrunner Chapter No. 153 in Glendale, AZ, creating a NCOA award for the JROTC program.

They received approval from the International Headquarters in 1986 to use the NCOA logo on a medal for the program. It took over a year to have the certificate designed, medal made, and bar ribbon and drape obtained. The spring of 1988 saw the first awards presented to JROTC cadets in Metro Phoenix High Schools at Unit Award Ceremonies by the Roadrunner Chapter.

After being informed that the Cadets could not wear the award on their uniforms because of Department of Defense regulations, the Chapter petitioned the Department of Defense to have the award approved as a National award so that it could be worn on the Cadets' uniforms. This approval was received in September 1989.

The award has been presented annually to the Cadets in all JROTC Units in the State of Arizona by the Roadrunner Chapter #153 in Glendale and the Spanish Trail Chapter #118 in Tucson.

In 1994, the Roadrunner Chapter was designated as administrator of the NCOA JROTC Award Program by the International Headquarters and the supplier of all of the certificates, ribbons and medals used in the award program. Volunteers from the Roadrunner Chapter have administered the Award Program since it was started in 1986.

The award program continues to grow and during the last school year approximately 1600 award packages were sent out to JROTC Units of all the Armed Services and NCOA Chapters worldwide. Members of NCOA Chapters and Auxiliaries and Non Commissioned Officers and Petty Officers from all branches of the Armed Services made the presentations.

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## NON COMMISSIONED OFFICERS ASSOCIATION (NCOA) JROTC AWARD

1. **Criteria:** To be awarded to the most outstanding **Enlisted (E1 – E9) Cadet(s)** in the Unit during the past academic block/year. The award must be made to the Enlisted Cadet(s) who has/have consistently exhibited the best military bearing, personal appearance, deportment and leadership ability. Multiple awards can be given to outstanding Cadets in a Unit as determined by the Selection Board.
  2. **Award:** The award consists of a certificate, presentation folder, bar ribbon and drape with medal.
  3. **Selection:** Candidates for this award should be selected by a board composed of the Unit's Instructors and the Unit's Cadet Officers.
  4. **Sponsorship:** A local NCOA Chapter and/or Auxiliary may, if possible, sponsor the award. If a sponsor is not available, the award may be purchased by the Unit or the School from the Award Program Coordinator. School JROTC instructors are reminded that, while an award may be authorized, the ability of a chapter/auxiliary to support them is not guaranteed and the Unit or School may have to purchase it.
- All inquiries regarding the Award Program, Chapters and Auxiliaries should be addressed to the Award Program Coordinator and not to the NCOA International Headquarters.**
5. **Medals/Certificates:** The award packages will be mailed using Priority Mail with Delivery Confirmation by the Program Coordinator to the Unit's Instructors or to the NCOA Chapter or Auxiliary.
  6. **General:** The Cadet's **Enlisted** rank that the individual held when they earned the award must be shown on the award certificate. Also, the Cadet(s) name(s) and rank(s) should be furnished in writing to the sponsor or the Award Program Coordinator. The certificate will be sent blank. A CD with a Microsoft Word Template to engross the certificate is provided. At the Unit's convenience, we request a picture of the presentation, with the participants identified, be provided to us after the ceremony. The picture will be used for the Award Program archives and for possible publication in the NCOA Journal.
  7. **Program Staff:** The NCOA JROTC Award program is staffed by Volunteers from the Roadrunner Chapter #153. NCOA and other Volunteers.
  8. **Award Coordinator:** NCOA JROTC Award Program Coordinator  
12133 West Bell Rd, Suite 104  
Surprise, AZ 85374-9407  
Telephone: 623-544-1851  
Fax: 623-546-6958  
E-mail: [ncoajrotc@aol.com](mailto:ncoajrotc@aol.com)



CERTIFICATE OF

EXCELLENCE

Association  
**JROTC**

Presented to

**In special recognition of outstanding achievement  
and exceptional leadership ability.**

DATE

CHAIRMAN



**ROADRUNNER CHAPTER #153, NCOA  
NCOA JROTC COORDINATOR  
12133 West Bell Rd, Suite 104  
Surprise, AZ 85374-9407**

Tele: 623-544-1851

Fax: 623-546-6958

E-mail: ncoajrotc@aol.com

**NCOA JROTC AWARD PROGRAM SUPPLIES**

Price List as of 1 July 2007

All items are sold as a complete package consisting of 1 - Presentation Folder with plastic cover sheet, 1 - Certificate, 1 - Medal set (Bar Ribbon, Drape with Medal in plastic case).

Cost:

1 to 5 \$17.00 each    6 to 10 \$16.00 each    11 to 15 \$15.00 each    16 or more \$14.00 each

Individual components of the award may be purchased to replace those lost from a previously issued award. Please contact the Award Program Coordinator for the cost.

The above amount does not include shipping and handling. Award packages are sent Priority Mail with Delivery Confirmation for \$7.00 on orders of one to five Award sets. Shipping is \$.60 additional for each award set over the base of five. i.e. 10 awards  $\$7.00 + 5 \times .60$  or  $3.00 = \$10.00$ .

A 10% discount on award packages will be given when payment or purchase order or purchase order number accompanies order. **The discount does not apply to bar ribbons.** We accept MasterCard, Visa, American Express and Discover credit cards for payment.

The award package is sent only by Priority Mail with delivery confirmation unless a specific request is made and the additional shipping paid by the requesting party for Express Mail or other method of shipment.

Prices are subject to change without notice.

The seal on the front of the award is copyrighted by the NCOA and the Roadrunner Chapter has been designated by the NCOA International Headquarters to administer the Award Program and the sole source supplier of all the components of the award package.

**To the JROTC Units and NCOA Chapters:** at your convenience, we would like an announcement of who received the award and a picture, if possible, for our award program archives.

Revised: April 2008

**ROADRUNNER CHAPTER NO. 153, NCOA  
NCOA JROTC COORDINATOR  
12133 WEST BELL RD, SUITE 104  
SURPRISE, AZ 85374**

Telephone: (623) 544-1851

Fax: (623) 546-6958

E-mail: ncoajrotc@aol.com

**ORDER FORM SCHOOL YEAR 2007 - 2008**

<b>Name (Person Ordering):</b>		<b>Date:</b>
<b>Organization (Chapter/School):</b>		
<b>Address:</b>		
<b>City:</b>		
<b>State:</b>		<b>Zip Code:</b>
<b>Tel:</b>	<b>Fax:</b>	<b>E-mail:</b>

<b>Date of Presentation:</b>
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The certificate will be sent blank. A CD Rom with engraving template in Microsoft Word is provided.

Quantity	Item Description	Unit Price	Total
	<b>Award with bar ribbon</b>	<b>\$17.00+</b>	<b>\$</b>
	<b>Replacement Bar Ribbon</b>	<b>\$ 1.00</b>	<b>\$</b>
		<b>Prepay 10% Discount*</b>	<b>\$</b>
		<b>Less Credit Due</b>	<b>\$</b>
		<b>Shipping &amp; Handling **</b>	<b>\$</b>
		<b>Total Amount Due</b>	<b>\$</b>

+There is a quantity discount that applies if six or more packages are ordered! Please see price list!

\*10% Discount applies only to Award Package (s) and not to replacement Bar Ribbons when payment or purchase order or purchase order number accompanies order.

\*\* Sent Priority Mail with delivery confirmation. The cost for one to five awards is \$7.00. The cost for more awards varies with the quantity (for each additional award over five add \$.60). We will send the awards by Express Mail if you specifically request it and agree to pay for it. The Express Mail cost will be in addition to the regular shipping & handling charge.

Please make checks/money orders payable to: Roadrunner Chapter No. 153, NCOA.

Credit Card Type\*: \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

MasterCard Customer's Code: \_\_\_\_\_

\*Credit Card Type: MC=Master Card, VISA = Visa, DISC = Discover, AMEX = American Express