



# NCOA AWARDS MANUAL

Revised June 2020

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## THE NCOA AWARDS PROGRAM

The Awards Program for the Non Commissioned Officers Association is one of the most important ongoing programs contributing directly to the growth and success of the NCOA. Properly used, the Awards program will ensure that members who are active in Association affairs are properly recognized and that this recognition will be brought to the attention of the local military and civilian community.

The Awards Program is also designed to recognize non-members who contribute to the success of the Association and/or its stated goals.

Please use the information contained herein as your criteria for requesting the appropriate award.

Never diminish the importance of an award by requesting it for someone who has not met its criteria. **Do not request several awards at one time for the same person or order the same award for any individual more than once; this negates the effect and intent of the Awards Program. When requesting an award, consider what awards the individual has previously received. If an individual's first award is one of the highest awards the Association gives, what award will you request when their subsequent achievements/actions are even more impressive? Most importantly, do not allow friendship or personal relations to become a factor in requesting awards.**

Objectivity, purpose and performance are the key elements in maintaining an effective Awards program. Ever mindful of these elements, the Awards Program will add immeasurably to the continued growth and success of the NCOA.

### REQUESTING AN AWARD

1. Awards request forms/applications (one for Category I awards certificates, one for Category II, III and IV awards, one for the Award of Honor, one for the International Rat Pack and one for the International Loretta Award) are included in this manual. **Please make copies so that you will have enough forms on hand.**
2. When requesting Category II, III and IV awards, be very specific as to the award being requested and how it will be used. Submit one request form for each award.
3. Telephonic requests for awards will not be accepted at International Headquarters. **All awards requests must be submitted in writing or via e-mail using the appropriate Awards Request Form.**

## NCOA AWARDS

**CATEGORY I - For members and non-members.** May be ordered blank, through NCOA Headquarters. Please use the Category I Award Certificate Request Form.

**Certificate of Recognition** - For support of the local Chapters, i.e., Certified Merchants, event sponsors, event volunteers, etc.

**Military Excellence Awards** - For outstanding personal contributions in building the image of the NCO/PO Corps. **May be used for junior and senior enlisted personnel of the month.**

**Individual Branches - Award of Quarter & Year** - Service member of the Year and Quarter Awards for each individual branch of the Service, (i.e., Soldier of the Year).

**Special Olympics Appreciation Award** - For participants and supporters of local Special Olympics programs. This award is distributed by NCOA Headquarters.

**CATEGORY II - For members only,** may be requested by Chapter Chairman, Chapter Awards Chairman or International Auxiliary Chapter Chairman or Awards Chairman.

**Commendation Award** - For individuals who have contributed to the prestige of the NCO/PO Corps, to include support of the NCOA and for those individuals who excel in the performance of their required duties.

**Achievement Award** - For outstanding personal and individual efforts in support of International Headquarters projects and high priority chapter projects.

**International Auxiliary Outstanding Recruiter Award** - For exceptional efforts in new membership recruiting and dedication to the aims, goals and ideals of the Auxiliary which contribute to the growth and success of the Association.

**CATEGORY III - For members and non-members**

**Certificate of Achievement** - For specific outstanding achievements either in support of the NCOA, the military and civilian community, or for a personal achievement of the recipient.

**International Auxiliary Outstanding Performance Award** - For recognition of the exceptional individual efforts of members toward the enhancement of the Auxiliary and the Association overall

**Outstanding Chapter Chairman** - Requested by chapter when chairman leaves office to recognize him/her for accomplishments while in office. May also be requested to honor chairman's past accomplishments when re-elected to another term in office.

## CATEGORY IV -

**Award of Excellence - For Members only.** This prestigious award should be awarded sparingly for outstanding sustained contributions in support of chapter and the aims and goals of the Association as a whole. Should be requested only if individual has already received Category III or lower awards

**President's Award** - This prestigious award can only be requested and awarded by the NCOA President or a Chapter Chairman. Presented in recognition of outstanding efforts by individuals and chapters in support of the Association and the President.

## CATEGORY V -

**Award of Honor - For Members only.** One of the most prestigious awards that can be requested. Justification must be sufficient to merit consideration. Award can only be approved by the International Board of Directors when in session. An Award of Honor application is included in this Awards Manual. Following is the criteria for the Award:

- 1) Nominee must be a continuous NCOA member for a minimum of 10 years.
- 2) Nominee must have served as a chapter officer/trustee for a minimum of 5 years.
- 3) Service to Headquarters - Although desired, not mandatory. Service to Headquarters is service such as membership on committees, headquarters special projects and staff members, Board of Directors Members, etc.
- 4) Member Knights of the Square Table - Although desired, not mandatory.
- 5) Nominee must have received at least two Awards of Excellence, five Super Saxons, and any combination of 5 Category II or higher awards.
- 6) Nominee must have attended three conferences in the previous six years.
- 7) Civilian accomplishments benefiting the Association.
- 8) A narrative regarding the nominee's NCOA accomplishments must accompany application.

All Award of Honor requests will be screened and reviewed by the International Board of Directors Awards Committee prior to being submitted along with the Committee's recommendations to the entire International Board of Directors. Recommendations for the Award of Honor must be submitted to arrive no later than 90 days prior to the convening of the NCOA Annual Business Meeting.

**NCOA Hall of Fame Award – For Members Only.** The most prestigious award that can be requested. Justification must be sufficient to merit consideration. Hall of Fame Petition must be submitted to NCOA Headquarters for review and verification prior to December 1<sup>st</sup>. Following review, petition will be provided to the Board of Directors Awards Committee. Award can only be approved by the International Board of Directors when in session.

A Hall of Fame application is included in this Awards Manual. Following is the basic criteria for the Award:

- 1) Individual can only be nominated after death.
- 2) Must have been a paid up member in good standing of the NCOA

- 3) Individual must have demonstrated sustained significant support of the Association throughout their membership.
- 4) Must have been a Knight of the Square Table for seven or more years and elevated to Order of Excalibur or highest Order available at the time of death.

The NCOA President and Chairman of the Board assisted by members of the Knights of the Square Table will conduct an appropriate installation ceremony for the Hall of Fame awardee at the Opening Ceremony for the next NCOA Annual Convention following approval of the award.

### **SPECIAL CATEGORY -**

**Honorary Membership** - For high-ranking military officials and civilian dignitaries only, i.e., base commanders, general and flag officers, senators, congressmen, mayors, etc., who would not otherwise be eligible for membership in NCOA. Request must include award request form, **completed membership application**, and statement that proposed recipient has agreed to accept the award.

**Super Saxon Merit Award - For Members only.** Designed to honor members who have contributed above and beyond to Association development on an annual basis. Awarded annually in December based on the recommendation of the chapter chairman. The deadline for recommendations is November 15 of each year. Social Security or member numbers for each person recommended **must** accompany the request.

**NCOA Junior ROTC Award-** National award to be presented annually to the most outstanding Cadet NCO or Petty Officer in a JROTC unit during the past school year. The program is administered exclusively by the NCOA Central Valley Chapter. This award consists of a certificate, presentation folder, bar ribbon and drape with medal and does have an associated cost. **All inquiries regarding this recognition award and the NCOA JROTC Program must be directed to the Central Valley Chapter JROTC Program Coordinator at [jrotc@ncoa1551.org](mailto:jrotc@ncoa1551.org).**

# INTERNATIONAL RAT PACK

Since its inception, the International Rat Pack has been the appropriate instrument to reward and recognize those members who have made significant contributions to the NCOA, particularly in the area of membership recruiting. The membership recruiting requirement has become more difficult for an individual to attain resulting in the present practice of joint recruiting for an individual. The "significant contribution" standard has never been defined and has remained as a subjective goal determined by the Chairman of the International Rat Pack Chapter.

In an effort to provide a definitive standard for Rat Pack membership, the following qualifications were established. There will be no exceptions granted to this policy.

## Qualification Procedure for Admittance into The NCOA International Rat Pack

1. The Chairman of the International Rat Pack Chapter shall be the President of the NCOA or an individual appointed by the President. Appointment of chapter officials, conducting the annual initiation and administration of chapter records will be the responsibility of the Chairman.
2. Members shall be qualified to apply for membership in the Rat Pack upon the attainment of 100 points.

### International Rat Pack Point System

<b>Accomplishment</b>	<b>Points</b>
1. Service as Chapter Chairman	20/year
2. Service as Chapter Trustee/Officer	10/year
3. Service as a NCOA Employee	10/year
4. Service as Chapter Special Project Chairman	8/project
5. Service as Chapter Committee Chairman	8/committee
6. Conference attendance prior to application	5/convention (max - 10 points)
7. Service as Conference Volunteer	5/convention
8. Membership Recruiting	5/member (min. - 25 points)
9. Membership Longevity	2/year
10. Category II and III Awards	5/award
11. Category IV & Special Category Awards	
Super Saxon Merit Award	10 points (max. - 10 points)
Award of Excellence	25 points (max. - 25 points)

**The application for membership in the International Rat Pack must contain the years pertinent to your achievement and, in the case of membership recruiting, must be accompanied by a listing of members recruited. This listing must contain the full name and membership number. A minimum of 25 points on each Rat Pack application must be earned as a result of membership recruiting.**

**If the information on an application cannot be verified, it will not be approved.**

# APPLICATION - INTERNATIONAL RAT PACK MEMBERSHIP

(Full Name)

(Membership Number)

I do hereby proclaim my qualification for membership in the International Rat Pack is fulfilled as attested by the completed application below. I further understood that I must be recognized in person at the Rat Pack Recognition Ceremony at an International Convention in order for my entry to be complete.

<b>NCOA INTERNATIONAL RAT PACK Point Accumulation</b>			
ACCOMPLISHMENT/AWARD	CHAPTER/COMMITTEE/DATE	YR(S)/#ea.	POINTS
Chapter Chairman			
Chapter Trustee/Officer			
NCOA Employee			
Chapter Special Project Chairman			
Chapter Committee Chairman			
Conference Attendance <i>(Max 10 points)</i>			
Conference Volunteer			
Membership Recruiting * <i>(Min 25 points)</i>			
Membership Longevity			
Category II & III Awards			
Category IV/Special Category Awards Super Saxon <i>(Max10 points)</i>			
Award of Excellence <i>(Max 25 points)</i>			
		Total Points	

*\* Attach list containing full name and membership or Social Security Number of each member recruited.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

.....  
*(Headquarters Use Only)*

Verified by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved \_\_\_\_\_  
 Chairman, International Rat Pack Chapter



# INTERNATIONAL AUXILIARY LORETTA AWARD

A total of 100 points is required to qualify for the coveted Auxiliary Loretta Award. Points may be accumulated using the point system outlined below.

## International Auxiliary Loretta Point System

<b>Accomplishment</b>	<b>Points</b>
1. Service as Auxiliary Chapter Chairman	20 points/year
2. Service as an Auxiliary Chapter Trustee/Officer	10 points/year
3. Service as an Auxiliary Committee Chairman	8/year
4. Service as an Auxiliary Special Project Chairman	8/project
5. Auxiliary Membership Recruiting	5/member (min. - 25)
6. Auxiliary Membership Longevity	2/year
<b>Awards</b>	
Outstanding Chapter Chairman	10 points (max. - 10 points)
Super Saxon Merit Award	10 points (max. - 10 points)
Auxiliary Outstanding Performance Award	10 points (max. - 10 points)
Award of Excellence	25 points (max. - 25 points)
Auxiliary Major Awards <i>(Bettsy Ross Top Recruiter, Auxiliary President's Award, Outstanding Recruiter Award, Top Supporter Award)</i>	20 per award

**Application for the Loretta Award must list the years pertinent to your achievement and, in the case of membership recruiting, must be accompanied by a listing of recruited members. The list must contain the full name and membership number. A minimum of 25 points on each Loretta application must be earned as a result of membership recruiting.**

**If the information on an application cannot be verified, it will not be approved.**

# APPLICATION - INTERNATIONAL AUXILIARY LORETTA AWARD

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Membership Number)

I hereby proclaim all qualifications for receipt of the coveted Auxiliary Loretta Award have been completed as attested by the completed application below. I understand that I must be recognized in person at the Rat Pack Recognition Ceremony at an International Convention in order for my entry to be complete.

<b>INTERNATIONAL LORETTA AWARD Point Accumulation</b>			
ACCOMPLISHMENT/AWARD	DESCRIPTION	YEAR(S)	POINTS
Auxiliary Chapter Chairman			
Auxiliary Chapter Trustee/Officer			
Auxiliary Special Projects Chairman			
Auxiliary Committee Chairman			
Auxiliary Membership Recruiting *			
Auxiliary Membership Longevity			
Outstanding Chapter Chairman <i>(Max 10 pts)</i>			
Super Saxon Merit Award <i>(Max 10 pts)</i>			
Outstanding Performance Award <i>(Max 10 pts)</i>			
Award of Excellence <i>(Max 25 pts)</i>			
Auxiliary Major Awards <i>(20 pts per award)</i>			
		Total Points	

\* *Attach listing of full names and membership numbers or Social Security Numbers.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

.....  
(Headquarters Use Only)

Verified by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Auxiliary Liaison

## **KNIGHTS OF THE SQUARE TABLE**

**Knight of the Square Table** - Members meeting the criteria of the "Steps to Knighthood" must personally petition the Knights Committee at International Headquarters. Petition may be requested from NCOA Headquarters. Those selected are notified to appear before the Knighting Committee at the NCOA Annual Conference/Business Meeting during the year of their selection. Candidates selected who are unable to attend the Knighting Ceremony must contact the Grand Knight in writing or by email requesting excusal. "Knighthood is not just another award; it is a commitment and a responsibility."

### **STEPS TO KNIGHTHOOD**

1. Be a member of NCOA in good standing for a period of at least three continuous years.
2. Be a life member of NCOA.
3. Be a member of the International Rat Pack or Loretta.
4. Have personally participated in at least one civic or charitable program.
5. Have received at least 3 Category II or higher/Special Category NCOA awards.
6. Have attended at least one NCOA Annual Conference or Annual Business meeting prior to application.

In addition, each petitioner must submit a brief synopsis of their personal history and participation in NCOA activities since joining.

The completed and signed petition must be received by the Knights of the Square Table not later than 90 days prior to the Annual Conference.

#### **Order of the Sword:**

1. Must have been a Knight for at least three years at the time of girding.
2. Must be nominated, in writing using the Girding Petition, by a member in good standing within the Order of the Sword or Order of Excalibur.
3. Meet all remaining requirements as outlined in the KST Rules of Order.

#### **Order of Excalibur:**

1. Must have been an OS for at least three years at the time of girding.
2. Must be nominated, in writing using the Girding Petition, by a member in good standing within the Order of Excalibur.
3. Meet all remaining requirements as outlined in the KST Rules of Order.

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## CATEGORY I AWARD CERTIFICATE REQUEST

Type of Award	Quantity	Notes
Military Excellence Award		<i>Maximum order - 20 certificates</i>
Certificate of Recognition		<i>Maximum order - 20 certificates</i>
Soldier of the Quarter		<i>Maximum order - 5 certificates</i>
Soldier of the Year		<i>Maximum order - 5 certificates</i>
NCO of the Quarter		<i>Maximum order - 5 certificates</i>
NCO of the Year		<i>Maximum order - 5 certificates</i>
Airman of the Quarter		<i>Maximum order - 5 certificates</i>
Airman of the Year		<i>Maximum order - 5 certificates</i>
Senior NCO of the Quarter		<i>Maximum order - 5 certificates</i>
Senior NCO of the Year		<i>Maximum order - 5 certificates</i>
Marine of the Quarter		<i>Maximum order - 5 certificates</i>
Marine of the Year		<i>Maximum order - 5 certificates</i>
Petty Officer of the Quarter		<i>Maximum order - 5 certificates</i>
Petty Officer of the Year		<i>Maximum order - 5 certificates</i>
Sailor of the Quarter		<i>Maximum order - 5 certificates</i>
Sailor of the Year		<i>Maximum order - 5 certificate</i>

***Please allow 2-3 weeks for delivery of certificates. Requests for quantities in excess of those specified must be approved by the NCOA Awards Coordinator.***

(Please Print)  
Requested by: \_\_\_\_\_

Chapter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**MAIL TO:  
NCOA Awards Program  
P.O. Box 33790  
San Antonio, Texas 78265**

(For Headquarters use only - do not write below this line)

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

# CATEGORY II, III, IV & SPECIAL AWARDS REQUEST

(Please Print)

Award requested: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

Awardee: \_\_\_\_\_  
(Last Name) (First Name & Middle Initial) (SSN)

\_\_\_\_\_  
(Branch of Service) (Member Number *if applicable*)

\_\_\_\_\_  
(Street) (City) (State & Zip)

Justification: *(please use reverse side or attach additional sheet if necessary).*

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Requested by: \_\_\_\_\_  
(Name) (Member Number)

Chapter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAIL TO:**  
**NCOA Awards Program**  
**P.O. Box 33790**  
**San Antonio, Texas 78265**

*(For Headquarters use only - do not write below this line)*

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Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Disapproved by: \_\_\_\_\_

# AWARD OF HONOR NOMINATION FORM

(Please Print)

Nominee: \_\_\_\_\_  
(Last Name) (First Name & Middle Initial) (Member number)

1) Nominee must be a continuous member for a minimum of 10 years. Date joined NCOA: \_\_\_\_\_

2) Nominee must have served as a chapter officer/trustee or accredited NCOA representative for a minimum of 5 years. **Please list chapters for which nominee served as chapter officer/trustee (include dates) or list information on accredited capacity (include dates):**

\_\_\_\_\_  
\_\_\_\_\_

3) It is desired, although not mandatory, that nominee has provided service to Headquarters (such as membership on a committees, Headquarters' special projects, staff members and members of the International and Auxiliary Board of Directors). **Please provide information on service(s) and include dates:**

\_\_\_\_\_  
\_\_\_\_\_

4) It is desired, although not mandatory, that nominee is a member of the NCOA Knights of the Square Table. **Please provide date of acceptance in the Knights of the Square Table and Order (Knight, Sword or Excalibur) that has been achieved:**

\_\_\_\_\_

5) Nominee must have received at least two Awards of Excellence, five Super Saxon Merit Awards and any combination of five Category II or higher awards. **Please list awards and include dates received:**

Awards of Excellence: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Super Saxon Merit Awards: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

Category II or higher awards: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6) Nominee must have attended three conferences in the previous 6 years. **Please list locations and dates.**

\_\_\_\_\_  
\_\_\_\_\_

7) Nominee's civilian accomplishments benefiting the Association are taken into consideration. **Please provide information on civilian accomplishments and include pertinent dates:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8) A narrative of nominee's NCOA accomplishments **must** accompany this award request. **Please use a separate sheet of paper.**

Nominated by: \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

MAIL TO:  
NCOA Awards Program  
P.O. Box 33790  
San Antonio, Texas 78265

# HALL OF FAME PETITION

Basic criteria to be met for nomination to the NCOA Hall of Fame are:

- To have been a paid up member in good standing of the NCOA; to be deceased; to have been a Knight of the Square Table for seven or more years; and to have been elevated to Excalibur or highest award available at the time of death.
- Petition should be submitted with a photograph, preferably an 8x10 head & shoulders.
- Petition must be should be submitted to NCOA Headquarters for review and verification prior to December 1. The petition will then be forwarded to the NCOA Board of Directors Awards Committee for their review and recommendation to the entire Board of Directors at their next scheduled meeting.

(Please print or type all information)

		_____ <b>DATE OF PETITION</b>
_____ <b>LAST NAME</b>	_____ <b>FIRST NAME</b>	_____ <b>M.I.</b>
_____ <b>STREET ADDRESS</b>	_____ <b>CITY</b>	_____ <b>STATE &amp; ZIP</b>
_____ <b>LOCATION OF DEATH</b>	_____ <b>AGE AT DEATH</b>	_____ <b>BRANCH OF SERVICE</b>
_____ <b>NCOA MEMBERSHIP NUMBER</b>		_____ <b>DATE JOINED</b>
_____ <b>KIN-LAST NAME</b>	_____ <b>FIRST NAME &amp; M.I.</b>	_____ <b>RELATIONSHIP</b>
_____ <b>STREET ADDRESS</b>	_____ <b>CITY</b>	_____ <b>STATE &amp; ZIP</b>
_____ <b>HOME TELEPHONE</b>		_____ <b>BUSINESS TELEPHONE</b>

**DETAILED SYNOPSIS OF THE CANDIDATE'S PERSONAL ACHIEVEMENTS AS A MEMBER OF THE NCOA TO INCLUDE AWARDS (attach additional pages as needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE ELEVATED TO ORDER OF THE EXCALIBUR (or highest order available at time of death:** \_\_\_\_\_

_____ <b>SUBMITTER'S LAST NAME</b>	_____ <b>FIRST NAME &amp; M.I.</b>	_____ <b>MEMBERSHIP NUMBER</b>
_____ <b>STREET ADDRESS</b>	_____ <b>CITY</b>	_____ <b>STATE &amp; ZIP</b>
_____ <b>HOME TELEPHONE</b>		_____ <b>BUSINESS TELEPHONE</b>

*I hereby certify that \_\_\_\_\_ is fully eligible, to the best of my knowledge, and entitled to be inducted into the NCOA Hall of Fame.*

\_\_\_\_\_  
**SUBMITTER'S SIGNATURE**