



**MILITARY OFFICERS ASSOCIATION OF  
AMERICA**  
Ark-La-Tex Chapter  
P.O. Box 134  
Barksdale AFB, La. 71110



S.O.P. 03-6  
Effective 1 February 2003

**MOAA JUNIOR ROTC AWARDS PROCEDURES**

- A. **PURPOSE:** To establish policy and procedures for administration of the Chapter's Junior ROTC Award selection and presentation.
- B. **POLICY:** The Chapter will administer an awards program that will provide the Military Officers Association of America (MOAA) Junior ROTC Medal and certificate to selected cadets from each high school in Bossier and Caddo Parishes that have a Junior ROTC unit.
- C. **GENERAL:** The Chapter President will appoint a MOAA Junior ROTC Awards coordinator.
- D. **PROCEDURES:**
1. **Budget Request.** The Chapter Secretary will coordinate with the Chapter Awards Coordinator as to the quantity of medals, certificates and frames needed. If there is a cost involved, the Club Treasurer will be notified. This amount will be presented as a budget item (Account 362) in the annual budget.
  2. **Award Recommendations.** Each January the Coordinator will send a Request for Award Recommendation (RAR) to each JROTC unit in Bossier Parish and to the Director of Army Instruction in Caddo Parish. The deadline for return of the RAR is 1 March.
  3. **Awards and Certificates.** The Chapter Secretary will order sufficient medals and certificates and have them sent to the Coordinator. Three extra certificates will be ordered to cover typing errors.
  4. **Award Presentation.** The Coordinator will prepare the certificates, have the Chapter President sign the certificates and mount each certificate in a suitable picture frame.
  5. **Pre-positioning the Medal and Certificate.** Certificates and Medals will be delivered to each school no later than one week prior to the scheduled ceremony.
  6. **Presentation.** The Coordinator will create a list of each school's Award Ceremony date and time. Representatives from the Chapter are encouraged to attend each of these ceremonies. Names of the Chapter representatives will be provided to the appropriate school.
  7. **Publicity.** The coordinator will prepare a press release identifying the unit, the cadet receiving the award and the Chapter member making the presentation. If pictures are available they may also be provided. The press release will be provided to the Chapter Newsletter editor and the local newspapers.

## INDEX OF ATTACHMENTS

<u>ATTACHMENT NUMBER</u>	<u>SUBJECT</u>
1.	SAMPLE REQUEST FOR MEDALS
2.	SAMPLE REQUEST FOR RECOMMENDATION (RAR) – CADDO PARISH WITH CRITERIA
3.	SAMPLE REQUEST FOR RECOMMENDATION (RAR) – BOSSIER PARISH WITH CRITERIA
4.	AWARD CEREMONY PRESENTATION WORKSHEET
5.	SAMPLE PRESS RELEASE

## SAMPLE REQUEST FOR MEDALS

Date \_\_\_\_\_

Subject: Request for Medals

To: Chapter Secretary

Request that \_\_\_\_\_ MOAA JROTC medals, certificates and holders be ordered from MOAA headquarters. Have the medals shipped to \_\_\_\_\_.

Signed

Chapter Coordinator

MOAA JROTC Awards

**SAMPLE REQUEST FOR RECOMMENDATION  
CADDO PARISH**

SUBJECT: Request for Recommendation for Award of the MOAA JROTC Medal

TO: Director of Army Instruction  
Caddo Parish High Schools  
P.O. Box 32000  
Shreveport, LA 71130-2000

Request you submit your recommendations for the award of the MOAA JROTC Medal to a cadet from each of the Caddo Parish JROTC units which meets the attached criteria. Please provide the information in the following format:

<u>Cadet Rank</u>	<u>Full Name</u>	<u>School Name</u>	<u>Date, Time and Location of Ceremony</u>
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Thank you for your support

Signed  
Coordinator  
MOAA JROTC Awards

## **MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) ROTC MEDAL CRITERIA FOR SELECTION**

**General.** The purpose of Military Officers Association of America (MOAA) ROTC Medal is to recognize outstanding ROTC cadets who show exceptional potential for military leadership. This award consists of a red, white and blue ribbon with a bronze pendant and an accompanying certificate.

**Criteria.** The Junior ROTC recipient must:

- Be in his/her junior year of high school
- Be in good academic standing.
- Be of high moral character.
- Show a high order of loyalty to unit, school and country.
- Show exceptional potential for military leadership.

**Selection.** The DAI/SAI or his authorized representative will select the recipient. However, final approval rests with the sponsoring MOAA chapter.

**Presentation.** If possible, the presentation of the award will be made by a representative of the Ark-La-Tex Chapter of MOAA.

**SAMPLE REQUEST FOR RECOMMENDATION  
BOSSIER PARISH**

SUBJECT: Request for Recommendation for Award of the MOAA JROTC Medal

TO: Airline High School  
ATTN: JROTC, 2801 Airline Drive  
Bossier City, LA 71111

Benton High School  
ATTN: JROTC, 6136 Hwy 3  
Benton, LA 71006

Bossier High School  
ATTN: JROTC, 777 Bearkat Drive  
Bossier City, LA 71111

Haughton High School  
ATTN: JROTC, 210 E. McKinley Avenue  
Haughton, LA 71037

Parkway High School  
ATTN: JROTC, 4301 Panther Drive  
Bossier City, LA 71112

Request you submit a recommendation for award of the MOAA JROTC Medal to the cadet from your ROTC unit which meets the attached selection criteria. Please provide this information in the following format:

<u>Cadet Rank</u>	<u>Full Name</u>	<u>School Name</u>	<u>Date, Time and Location of Ceremony</u>
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Thank you for your support

Signed  
Coordinator  
MOAA JROTC Awards

## MOAA JROTC AWARD CEREMONIES

SCHOOL	INSTRUCTOR NAME	PHONE	CEREMONY DATE	TIME	LOCATION	PRESENTER
Airline		549-5102				
Benton		549-5261				
Haughton		549-5494				
Fair Park		635-1504				
North Caddo		375-3761				
Caddo Magnet		424-0948				
C.E.Byrd		868-0369				
Northwood		929-3044				
Woodlawn		687-0784				
BT Washington		221-7951				
Southwood		686-3091				
Huntington		687-4102				
Parkway		549-6987				
Cpt Shreve		865-5778				
Green Oaks		222-3492				
Bossier		549-6754				

# **SAMPLE PRESS RELEASE**

## **MILITARY OFFICERS ASSOCIATION OF AMERICA**

### **Ark- La-Tex Chapter**

P.O. Box 134

Barksdale AFB, La 71110

#### High School JROTC Awards

The Ark-La-Tex Chapter of the Military Officers Association of America presented medals and certificates to the top JROTC cadets in the high schools of Bossier and Caddo Parishes. Representatives from the Ark-La-Tex Chapter attended the ceremonies and made the presentations.

Following is a list of the schools, the cadets receiving the award and the chapter representative making the presentation:

<u>SCHOOL</u>	<u>CADET NAME</u>	<u>PRESENTER</u>
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Signed  
Coordinator  
MOAA JROTC Awards