

Arizona Chapter Operating Instruction #1

Subject: Arizona Chapter Meritorious Service Award (MSA)

Purpose: To identify and recognize those members of the Arizona Chapter of the Military Officers Association of America (MOAA) who have performed exceptional service to the chapter deserving of special recognition.

Background: The Arizona Chapter of MOAA has provided subject award to recognize and reward outstanding acts or service which are above and beyond that normally expected and which distinguish the individual among those performing similar acts or services. This award is an effective means of fostering high morale, incentive, motivation, and esprit de corps.

Description: The Chapter Meritorious Service Award is bronze, 2 inches in diameter, suspended on a red, white, and blue ribbon. The award is worn around the neck of the recipient. In addition to the medal, each award recipient will receive either a Meritorious Service Award Lapel Pin to be worn on clothing or a Lapel Pin suitable for adhering to the individual's name tag.

Procedures:

- Award recipients will be selected once a year in October.
- The chapter president will appoint a selection panel at the September Board of Directors meeting consisting of three individuals, one each from the following classes; regular, auxiliary [if available – may be replaced by a regular member], and spouse. The panel should consist of individuals who have received the maximum allowable MSA awards.
- The selection panel will select individuals deserving of the chapter's MSA. In addition to these selected by the panel, individual members, spouses and auxiliary may submit separate nominations to be considered by the selection panel. Nominations will be submitted to the panel no later than two weeks prior to the October Board of Directors meeting, in writing, describing specific accomplishments that the nominated member has achieved and what impact the accomplishments have had on the Chapter.
- The membership chairman will provide an accurate, up to date accounting of current membership status at the September Board of Directors meeting in order for the selection panel to determine the maximum number of awards that can be made.
- The selection panel may select up to 5% of the current years total membership, excluding spouses and honorary members, to receive the award. While not a rule, the panel should consider a representative share of awards going to regular and auxiliary members and spouses.
- A maximum of three MSAs may be awarded to any member. Further outstanding contributions to the chapter may be recognized by putting the individual in for an appropriate National MOAA award.
- The president will present the recommendations of the selection panel to the Board of Directors for approval/disapproval. The President may then add a single individual to the list of recipients without reducing the total number the selection panel and Board of Directors are allowed to nominate/approve.
- The entire nomination and approval/disapproval process should take place at the October Board of Directors meeting.
- The Chapter Treasurer will order, at a minimum, the number of Meritorious Service Awards necessary to satisfy the year's requirement, after the October Board of Directors meeting.

Award Presentation Procedure:

- The Chapter Meritorious Service Award will normally be presented to all recipients at the annual luncheon meeting in November.
- Subsequent awards of the medal to the same individual results in the award of a Gold Star to be worn on the ribbon used to suspend the original award. Second and third award Gold Stars will be positioned beginning three inches above the medal and at one-half inch intervals on the wearer('s left side

Other Requirements:

- Recipients are encouraged to wear the Chapter Meritorious Service Award at the award luncheon.

Approved:

This Chapter Operating Instruction was amended to reflect a minor change in sentence structure at the April 5, 2012 Board of Directors meeting.

John Ady, Col USA (Ret), President