

Operating Instruction #5: Meritorious Service Award (MSA)

Revised May 2025

Purpose: To identify and recognize those members of the AZ MOAA who have performed exceptional service to the chapter deserving of special recognition.

Background: AZ 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. In the past, these awards were made annually in November. Going forward they will be awarded quarterly to ensure more timely recognition of the service being awarded.

Description: The Chapter MSA is bronze, two 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 MSA Lapel Pin to be worn on clothing or a Lapel Pin suitable for adhering to the individual's name tag.

Procedures:

- At each monthly Board of Directors Meeting, nominations for MSAs will be solicited. Nominations must be submitted in writing and describe the actions or contributions worthy of consideration for an MSA.
- Quarterly, at the March, June, September, and December Board of Directors meeting, the Board will consider the nominations that were received during that quarter and select individuals deserving of the chapter's MSA.
- 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 Chapter Treasurer will coordinate the ordering and delivery of the actual medals and stars for presentation.

Award Presentation Procedure:

- The Chapter Meritorious Service Award will normally be presented to selected recipients at the monthly meeting following their selection.
- 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 recipient's left side.

Other Requirements:

- Recipients may wear their MSA at all Chapter events and are particularly encouraged to wear the Chapter Meritorious Service Award at the annual meeting and ROTC Scholarship luncheons, with service uniforms or miniature medals.