

MILITARY ORDER OF THE STARS & BARS



MANUAL FOR AWARD ORIGINATORS

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CHAPTER 1

1. **INTRODUCTION** – This manual is designed to assist members of the Military Order of the Stars & Bars (MOS&B) at all levels to understand the MOS&B Awards Program. It will provide amplifying guidance regarding specific criteria for each MOS&B award and the procedures for recommending and approving awards. Lastly, it will also provide award originators with sufficient guidance to help ensure their nominations are effective and successful within the system.

2. **AWARD RATIONALE** – The purpose of the MOS&B Award Program is to recognize those members, units, and outside parties (on occasion) who contribute to the success of the MOS&B at various levels of the organization (Chapter, Society, and National).
 - a. **MOS&B Personal Awards** are discretionary honors conferred upon Compatriots who have distinguished themselves by acts of exceptional meritorious achievement or service. Those awards include the following:
 - i. * Robert E. Lee Chalice (Highest MOS&B Award)
 - ii. * Gold Star – General Samuel Cooper Award (ANV)
 - iii. * Gold Star – General Joseph E. Johnston Award (AOT)
 - iv. * Gold Star – General Albert Sidney Johnston Award (ATM)
 - v. Distinguished Commander Service Award
 - vi. * Honorary Commander General Award
 - vii. Confederate Legacy Citation of Honor (Donor’s Award)
 - viii. Major General Patrick Cleburne Meritorious Service Award
 - ix. Colonel John Pelham Legion of Merit Award (Meritorious Service – Gen’l Society)
 - x. * Lieutenant Charles S. Read Award (Meritorious Service – Chapter)
 - xi. Rebel Club Medal (Recruiting)
 - xii. Henry Timrod Southern Culture Award (may also be awarded to a non-member)
 - xiii. General Thomas Jackson Medal (Graves)
 - b. **MOS&B Unit Awards** recognize Chapters, Societies, Armies, or National Staff for collective demonstration of exceptionally meritorious achievement that clearly and distinctly, by nature and magnitude, places the unit’s performance significantly above that of other units of similar status. Those awards include the following:
 - i. Colonel Walter Hopkins Distinguished Chapter Award
 - ii. * Lieutenant General Simon Buckner Award (Member Retention)
 - iii. Colonel Walter Taylor Award (Best Society Newsletter)
 - iv. Captain John Morton Award (Best Chapter Newsletter)
 - v. J. E. B. Stuart Award (Best Society Scrapbook)
 - vi. T. J. Fakes Award (Best Chapter Scrapbook)
 - c. **Special MOS&B Personal Awards** may be presented to individuals outside of the MOS&B cadre of members in recognition of contributions to the MOS&B, Southern Heritage, or Service to Community. Those awards include the following:
 - i. Judah P. Benjamin Merit Award (Highest Award to Non-Member)
 - ii. Varina Howell Davis Award (Ladies Supportive of MOS&B)
 - iii. Winnie Davis Award (Ladies Supportive of MOS&B)
 - iv. Joseph Evan Davis Award (Children of Confederacy or 12-18 YOA MOS&B Mbr)
 - v. * Law and Order Medal (Gallantry in Duty)
 - d. **Other MOS&B Awards** are available for presentation. These awards rely on individuals’ heritage or military service. Costs for such awards are borne by the individuals. They are:
 - i. * Southern Cross of Honor (Military Service – non-Combatant)

- ii. * War Service Medal (Military Service w/Combat Record)
- iii. * Real Grandsons Award (Heritage)

NOTE: All awards marked with an asterisk (*) are not sent to Award Chairman, they go directly to IHQ or PCG Byron Brady, as shown on nomination forms.

3. **ORIGINATOR OF NOMINATIONS – Who can originate nominations for MOS&B awards?**
- a. Anyone can nominate individuals for Personal Awards and Special Personal Awards.
 - b. If the originator of such nominations is not the commander of the unit with which the individual is attached, such award nominations **MUST** be sent to the individual's unit commander (Chapter, Society, Army, or National Chief of Staff/Commander) for consideration before being submitted to the National Awards Chairman for processing.
 - c. A member cannot self-nominate for any MOS&B Award except for the Confederate Legacy Legion of Merit, Stonewall Jackson Medal, Literary Awards, the "Grandson" Awards, and the Military Service Awards.
 - d. Rebel Club Medals are determined and issued automatically by the IHQ and are based on calendar year members recruited.
 - e. Unit Awards may be originated within the unit to be considered but **MUST** be submitted to the next echelon for review and, if approved, forwarded to the National Awards Chairman for processing.
4. **OTHER CONSIDERATIONS – It is important that the MOS&B Awards Program is a fair and just process. Therefore, the Awards Chairman will observe strict compliance with the following items:**
- a. **Deadlines** – All award nominations must be received either electronically by 11:59 PM on 01APR of the year submitted or mailed and postmarked no later than 25MAR of the year submitted.
 - b. **Annual Limit on Awards** – No member shall receive more than one (1) award per calendar year with the exception of the Rebel Club, Confederate Legacy Legion of Merit, Stonewall Jackson Medal, Law and Order Medal, Literary Awards, Grandsons Awards, and Military Service Medals.
 - c. **Other Limitations** – Certain awards are limited to three per society. In such cases, originators **MUST** submit the nomination through their prospective society in ample time (30 days before 01APR) to allow for review, consideration, and forwarding to the Award Chairman or IHQ, as appropriate. Certain other awards are limited to once per lifetime. Such limitations are noted on individual nomination forms.
 - d. **Integrity** – The MOS&B Award Program relies on integrity within the process. Before the final award decision, it is neither necessary nor appropriate to disclose the existence of, or any details related to, any nomination for MOS&B Awards to anyone not directly involved in the award decision process. This will help avoid unnecessary disappointments should the nomination be disapproved outright or approved for a lesser award. Premature public disclosure of information concerning award recommendations during their processing, including intermediate approval and/or disapproval recommendations, is a potential source of embarrassment and disappointment to both those recommended, the originator and the MOS&B.
 - e. **Presentation Ceremony** – If the award winner cannot be present at the Annual Awards Luncheon, the contact person (originator) or his representative must be present to accept the award on behalf of the awardee and take possession of the medal/certificate for later presentation to the awardee. Only those awardees in attendance at the Awards Luncheon shall be announced.

CHAPTER 2

PREPARATION OF AWARD NOMINATION FORMS

1. INTRODUCTION – The MOS&B Award Nomination Forms are located on the IHQ website at the following URL - <http://www.militaryorderofthestarsandbars.org/> .
 - a. **“Awards” Tab** – This tab includes several items in the drop-down box that the originating nomination writer may find useful.



Referring to the above figure, the following items are available for download by the user:

- i. **National Awards Forms** – although all award forms are here, they are contained in one long continuous PDF document. A computer can fill out these documents; however, the user will find it a bit difficult to save/print individual forms. Refer to paragraph 1.b for a better option.
- ii. **Teacher of the Year** – This document is dated 2019 and may need to be updated; however, it may be utilized until a new one is posted. This form is not computer fillable so it will need to be printed and filled in by hand. This form is to be sent to IHQ.
- iii. **National Awards Booklet** – This booklet has comprehensive listings of the available awards, pictures of each medal, and certificates for the edification of members and nomination originators.
- iv. **Real Grandsons Medal** – This item has an explanation of the Real Grandsons Medals. It also has a link to the form so Compatriots may apply for a personal medal recognizing direct lineage to their officer/elected official. This form is to be sent to IHQ and the cost of the medal is borne by the individual.
- v. **Gen Thomas Jackson Award Medal** – This item has an explanation of the Gen Thomas Jackson Award Medal recognizing care for a Confederate Officer/Elected Official's grave-site. A link to the application form is provided. The completed form must be sent to IHQ.

- vi. **War Service Medals** – This item has an explanation of the “Southern Cross of Military Service” medal and the “War Service Medal”. There is no link to the application form; however, it may be found at:
<http://www.militaryorderofthestarsandbars.net/pdf/reports/MilitaryServiceAwardForm201609.pdf> The form is to be sent to IHQ and the cost of medal is borne by the applicant.
- b. **“Docs” Tab** – This tab has a drop-down box that has one item useful to the originator/writer. Select “MOS&B Forms & Reports” (circled in red); this will take you to a page with “General Forms” which includes: Real Grandsons Award Application Form and War Service Medal Application Form. The second half of the page entitled “Award Nomination Forms” has separate computer fillable PDF forms for primary MOS&B Award Program Forms. It is suggested that Unit Commanders and/or designated Award Originators/Writers download each for ready access. Direct access at:
<http://www.militaryorderofthestarsandbars.org/documents-and-forms/mosb-forms/>



This is the list of award nomination forms on that page:

Award Nomination Forms
Distinguished Commander Service Award
MGEN Patrick Cleburne Meritorious Service Award
LT Charles S. Read Award for Meritorious Service – Chapter Level
COL John Pelham Legion of Merit Award for Distinguished Service – General Society Level
Judah P Benjamin Merit Award – Highest Award for Non-Member
Varina Howell Davis Award – Ladies Supportive to the MOS&B
Winnie Davis Award – Ladies Supportive to the MOS&B
Joseph Evans Davis Award – CoC or MOS&B 12-18 YOA
Law and Order Award
COL Walter Taylor Award – Best Society Newsletter
CPT John Morton Award – Best Chapter Newsletter
COL Walter Hopkins Distinguished Chapter Award
LGEN Simon Buckner Award – Membership Retention @ Chapter Level
Henry Timrod Southern Culture Award
T. J. Fakes Award for Best Chapter Scrapbook
J. E. B. Stuart Award for Best Society Scrapbook

2. **USING FILLABLE PDF DOCUMENTS** – Now that you’ve downloaded the various fillable MOS&B Award Nomination Forms, let’s look at how best to utilize them. We will be using the Major

General Patrick Cleburne Meritorious Service Award as an example. As you can see, there are some light blue rectangles on the page. Those are the fillable areas and are pre-defined as to the text font and other parameters. Some include an option for the font to change as you type longer information into the line; others allow for scrolling lines of text similar to MS Word etc.

Major General Patrick Cleburne Meritorious Service Award

This award is presented to members who have performed meritorious acts for the furtherance of the Military Order of the Stars and Bars. Please do not use this form to list more than one nominee. Recommendations for this award should be made in writing no later than **April 1st**. If the award nominee cannot be present at the Annual Awards Luncheon, the contact person or his representative must be present to accept the award on behalf of the award winner.

_____ Society

(Justification for the following nominee)

Nominee's Name & Address: _____

Will the nominee be present at the Annual Awards Luncheon? Yes No

Contact Person's Name: _____

Contact Person's E-mail: _____

Mail completed form to:
Awards Committee Chairman
Lee Roy Lance, Jr.
3004 Positano Loop, Bryan, Texas 77808
sulross1457scv@gmail.com

Under the name of the award, you will find some instructions regarding submission; be sure you observe any limitations, requirements, and deadlines shown.

The first fillable item is a place to put your STATE to identify which Society you are from.

The second fillable item is the substantiation for the award. This is your place to convince the awarding authority that your nominee deserves this award above and beyond anyone else.

The third fillable item is your nominee's name and address (you can put them on one line or name on the top line and address on the second line). The fourth fillable item – check "Yes" or "No" box as appropriate.

The fifth fillable item is your name and the last item is your contact email in case we need to ask for any clarification.

Be sure to send each nomination form to the correct person; in this case, to Compatriot Lee Roy Lance, National Awards Chairman. It is preferred that you send them via email so that they can readily be saved into a file for archival purposes (hard copies require scanning and just take more time to process). Remember that mailed forms must be sent earlier to allow for "snail mail".

It is recommended that you save a soft copy of the completed form for reference. Simply do a "Save As" operation and rename the file from the original filename of say "MG Cleburne Meritorious Service Award" to "JONES – Cleburne MS Award 2021". Then place it into a file folder that you might call "MOS&B Award Nominations 2021". Next year, make a file for 2022 and save completed forms in it.

The next section will discuss how to compose the substantiation portion of the award form. This is the most crucial part of your task but it can be easy if you follow our hints and suggestions. We want your colleagues to be recognized – it's about the only pay that they get for their hard work!!!!

3. **SUBSTANTIATION OF RECOMMENDATION** - Since each award recommendation is evaluated on the merits of the justification, this section of the nomination form is critical. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and how it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, a single page will suffice. When additional space is required, add sheets of standard size paper; however, use continuation pages sparingly. Photos may be placed on separate documents (see para 3 – PHOTOS for more information).

Successful nominations contain three parts: a good introduction, good supporting information, and an appropriate closing.

- a. **Introduction** – The introduction will identify the person who is being nominated by name, chapter, society, and any offices that the person holds. An example of an opening statement is as follows:

“Compatriot JOHN HENRY STRONG, a member of Chapter 1313, Munsterville, WV, distinguished himself during 20XX while serving as Chapter Genealogist and is nominated for the MG Cleburne Meritorious Service Award.”

- b. **Supporting Information** – Good substantiating information includes as much about nominee’s accomplishments as possible. This can be in strictly textual format or it can be in “bullet” list format. Just make sure these accomplishments rise to the level of the award being sought. The description of the individual’s achievements must show clearly that they were sufficient to justify the award recommended. The impact of these accomplishments can also be included. Flowery, excessive wording does nothing to justify his accomplishments – keep it simple and concise but complete! Some nomination forms limit the number of words allowed to a minimum and maximum – be sure you are aware before you start – texts that exceed the maximum will be returned if time allows or disqualified!

Here is an example of a typical listing:

“During this time, he assisted 10 applicants in researching their heritage and identifying officers/elected officials to enable them to join the MOS&B. He also taught an 8-hour class in genealogical research for other Chapters’ prospective genealogists during the 20XX WV Society Reunion. Using his computer expertise, he compiled a book containing Chapter members’ qualifying ancestors and maintains it for the Chapter’s Archival Records. All in all, he has devoted well over 500 hours of service directly to not only his home Chapter but also to the entire WV Society.”

It could also be written in bullet format as follows:

“During this time, he accomplished the following:

1. Assisted 10 applicants in researching their heritage and identifying officers/elected officials to enable them to join the MOS&B.
2. Taught an 8-hour class in genealogical research for other Chapters’ prospective genealogists during the 20XX WV Society Reunion.
3. Compiled a computerized record of Chapter members’ qualifying ancestors and maintains it for the Chapter’s Archival Records.
4. Provided over 500 hours of personal service to Chapter and WV Society.”

- c. **Closing** – A good closing should wrap up why the nominee should receive this particular award. There are two suggested formats for the closing sentence. Choose either one or the

other, but do NOT mix the writing of both together. If you do, the result will be a grammatically incorrect sentence.

Format 1 – Begin with the individual’s name, followed by attributes and appropriate verbiage identifying the award recommended. “Compatriot Jones’ attribute 1, attribute 2, and adjective to duty reflected great credit on him and were in keeping with the highest standards of the Military Order of the Stars and Bars. He is therefore nominated, without reservation, for the MG Patrick Cleburne Meritorious Service Award.”

Format 2 – Begin with the attributes: “By his attribute 1, attribute 2, and adjective dedication to duty, Compatriot Jones reflected great credit upon himself and upheld the highest standards of the Military Order of the Stars and Bars. He is therefore nominated, without reservation, for the MG Patrick Cleburne Meritorious Service Award.”

Attributes appropriate to the individual and his act(s) being recognized should be used. They may vary but several examples are listed in the table below:

First & Second Attributes	Adjective for “dedication to duty”
Bold/decisive actions	Complete
Exceptional professionalism	Total
Distinctive contributions	Selfless
Initiative	Unwavering
Dynamic direction	Unswerving
Superb guidance	Loyal
Wise/keen judgment	
Determination	
Expertise	
Perseverance	
Outstanding leadership	

An example of such a closing is shown below:

“Compatriot John A Jones’ expertise in genealogical research, distinctive contributions, and selfless dedication to his duties reflect highly upon himself, his Chapter & the WV Society, as well as the national image of the Military Order of the Stars and Bars. In recognition of his outstanding service, he is recommended for the Major General Patrick Cleburne Meritorious Service Award.”

- PHOTOS – Photos may be included as a separate document. In order to standardize the way that we do this, it is suggested to follow the below format. Paste pictures into an MS Word document (it is suggested that the photo be about 3” wide so that two pictures can be pasted onto the page with about 5-10 spaces in between). Use “bold” lettering to place captions under the pictures to identify the nominee and others plus the significance of the photo. For example: (L-R) J.J. Jones, M.Smith, and R.Doe complete repair of a tombstone; J.J. Jones instructs Chapter members in firearms safety; J.J. Jones serves as Scoutmaster of Troop 7; Sam Houston Jr Hi 9th Graders listen as J.J. Jones and B. Henry discuss CSA Soldier’s Equipment.

Once the pictures are pasted in place and captions provided, do a “Print as PDF” function to convert the document to a PDF (so pictures and verbiage don’t shift) and save as “JONES – Cleburne MS Award 2021 – Photos”). Then, it can be sent along with a soft copy of the Nomination Form. The files will be easily identifiable as related to each other.

5. **GRAMMAR** – Nothing makes an award nomination for great deeds look worse than poor grammar. Be sure to look over your words before submitting. In fact, ask another to read your text to see if there are any grammatical errors. Your text should be something you're proud to present to upper echelons of command!
Ask yourself: Does your text make sense? Did you cover everything you needed to cover to substantiate the award? Do you see any typos? Did you use the correct word - spell check may not catch everything; for example, there are three ways to spell THERE – there, their and they're. Do you have any run-on sentences or sentence fragments? Do your subjects and verbs match in number (whether they are singular or plural)? Are there any mistakes using commas?
6. **FOLLOW DIRECTIONS** – As previously mentioned, be aware of specific instructions for submission of award nominations.
 - a. **Format** – Although not required, it is preferred that nominations be accomplished with soft copy forms filled out on computers. This eliminated two factors – lag times with the post office and undecipherable handwriting!
 - b. **Timeliness** – All nominations must be received either electronically no later than 11:59 PM (Central Time) 01APR or via letter postmarked no later than 25MAR.
 - c. **Limits** – With a few exceptions as previously noted, no person may receive more than one MOS&B Personal Award in any calendar year. That's not to say that you can't recommend them for more than one; however, rest assured that they will get only one. Submission of multiple awards for a single person can be helpful if one of the awards is severely limited and highly competitive MOS&B-wide. In such cases, the nominee may qualify and receive the lower award even though he did not make the final cut for the higher, more competitive award.
 - d. **Word Count** – Some nominations have upper and lower limits regarding word count in the substantiating text. For example, the Joseph Evans Davis Award, an award for our younger MOS&B Compatriots and Children of the Confederacy, specifies a word count of no less than 50 words nor more than 250 words. Don't let that youth down simply because you didn't follow directions!
 - e. **Signature** – Some forms may require a signature. In these cases, if you opt to submit the form electronically, signatures may be indicated as follows: //S//John J Jones #9999, Commander, where //S// indicated "signed by".
 - f. **Nominee's Presence** – Be sure to check the appropriate box as to whether or not the nominee will be present at the National Awards Luncheon. Should he/she not be present, an appropriate representative of the Chapter needs to be present to receive the medal and/or certificate.
7. **CONCLUSION** – Your attention to detail and compliance with the directives of this manual will ensure that your nominee has the highest chance of receiving the award you have recommended. Keep your award nominations close hold – don't embarrass yourself, disappoint your nominee or put the MOS&B in an awkward situation should the award be turned down, downgraded, or suffer an administrative tragedy (lost in the mail). Feel free to contact the National Awards Chairman if you have any questions during the process or suggestions to make it easier for everyone! Good luck and good writing! Your Compatriots deserve no less than your best efforts.