

The following checklist, if followed, should prevent delays in processing your request for the Military Order of Saint Christopher.

1. Processing time: allow 45- 60 days before the date of presentation. _____

This step provides the appropriate time to attain the COT's signature, as well as mailing time -especially to those who are OCONUS.

Think ahead. There are no guarantees for last minute requests.

This organization uses USPS for mail services; priority mail takes 3-5 days and Express mail 1-2. If you decide to use another service (i.e. FedEx, UPS) you are responsible to pre-pay and forward your account number to the headquarters office.

2. Check the website to see if the individual has already received one.

3. The nominator must be a current member of the TCRA. _____

ENSURE IF YOU ARE PAYING FOR MEMBERSHIP - THAT YOU INCLUDE PAGE 2 OF THE SAINT CHRISTOPHER FORM WITH THE AWARDEES MAILING ADDRESS FOR MEMBERSHIP AND EMAIL ADDRESS

4. The nominee must be or become a member of the TCRA; if not, add membership with your order. _____

5. Filling out the form in its entirety. _____

Contact information and email address is required.

Provide presentation date for the certificate, or one will be selected automatically.

6. Failing to provide postage. _____

7. Justification format: 12 pitch with one-inch margins; one page minimum in paragraph format.

Needs to be an inclusive biography; include accomplishments to support your request.

8. Please do not use certified mail as mail is normally checked before the opening of the post office's business day.

9. MAIL ALL REQUESTS TO: TCRA, PO Box 4260, Fort Eustis, VA 23604

10. Refer back to this website for updates, as changes to the procedure or cost will affect your request.

Transportation Corps Regimental Association Order Form for the Military Order of Saint Christopher

TCRA OFFICE USE ONLY
Date Received: _____
Amount Received: _____

Leave the approving authority signature block blank if either the Chief of Transportation or the President/TCRA or the Honorary Colonel of the Regiment (HCOR) is expected to sign as the approving authority for the Ancient Order of Saint Christopher.

1. _____ Signature of Approving Authority	_____ Point of Contact (typed or printed)
_____ Signature block of Approving Authority (typed or printed)	_____ Award mailing address
_____ Name/Signature of Nominator (<u>Attach Letter of Justification/Bio</u>)	_____ POC's Telephone (CML) and email address

2. Is the nominator a TCRA Member? Circle one YES or NO

3. Is the approving authority for the Honorable Order of Saint Christopher a Colonel with either a Primary or Secondary Functional area MOS of 88 or a Senior Executive Service civilian in a Transportation position in the nominee's chain of command? Circle YES or NO.

4. Identify below the awardee and provide all requested information.

_____ Rank/full name for certificate inscription (one name per form)	_____ Presentation Date / Date on Certificate
Award desired: Ancient _____ Honorable _____	Branch of Awardee (e.g., TC/QM/LG) _____
<u>Membership in the TCRA is a prerequisite for all Saint Christopher nominees. (Include Membership Form page 2.)</u>	

4. Member of the TCRA – Yes _____ or TCRA Membership amount \$ _____

Include a TCRA membership form for new member.

TCRA Membership Options:	1 year \$20.00	TCRA Membership Options for students	1 year \$13.00
	3 year \$55.00	<u>SSG/GS-5/and below</u>	3 year \$35.00
	10 year \$150.00		10 year \$100.00
	Lifetime \$300.00		Lifetime \$200.00

5. Identify the award accoutrements desired and compute total cost.

SPECIAL PACKAGE OFFER (Certificate, Medallion and Folder)	\$25.00 _____	
Official medallion with neck-ribbon (Replacement Cost)	\$12.50 _____	
Official presentation folder for certificate (Replacement Cost)	\$10.00 _____	
Official certificate (Replacement Cost)	\$5.00 _____	Cost = _____

Express postage and handling: \$23.00 each @ _____

No express service for OCONUS; allow 45-60 days

Priority Postage: \$5.00

TOTAL ORDER AND PAYMENT ENCLOSED \$ _____

** Include check or money order for membership, desired package and postage.
** Failure to complete this form in its entirety will delay processing time. Incomplete forms will be returned.

Mail requests to:
TCRA, P.O. Box 4260, Fort Eustis, Virginia 23604

Military Order of Saint Christopher Membership Form

Transportation Corps Regimental Association

P.O. Box 4260

Fort Eustis, VA 23604

Website: www.tc-regt.association.org

e-mail: tcra@cox.net

Please attach this form with the Military Order of Saint Christopher Nomination

NAME/RANK OF NOMINEE

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

E-MAIL ADDRESS (required for newsletter)

MEMBERSHIP OPTIONS

GS-5/STUDENTS/SSGs & AND BELOW

ONE YEAR _____ \$20.00
THREE YEAR _____ \$55.00
TEN YEAR _____ \$150.00
LIFETIME _____ \$300.00

ONE YEAR _____ \$13.00
THREE YEAR _____ \$35.00
TEN YEAR _____ \$100.00
LIFETIME _____ \$200.00

Installment Payment Plan of Three Equal Annual Payments Available to all Lifetime Members

CURRENT STATUS

ACTIVE ARMY

ARMY RESERVE

OTHER _____

ARMY NATIONAL GUARD

US ARMY RETIRED

CIVILIAN