

AMMO CHIEFS ASSOCIATION (ACA)

CMSGT GAUVIN MEMORIAL SCHOLARSHIP

The Chief Master Sergeant Richard A. Gauvin Memorial Scholarship

Founded in 2002, The Chief Master Sergeant (CMSgt) Richard A. Gauvin Memorial Scholarship (hereinafter called the ACA Gauvin Scholarship), is an Internal Revenue Service (IRS) 501(c)(19) Tax Exempt Veteran's Organization.

The Ammo Chiefs Association (ACA) sponsors the CMSgt Gauvin Scholarship program to financially aid undergraduate studies of eligible United States Air Force (USAF) munitions (AMMO) personnel who served on active duty, Air Reserve, and Air National Guard, which held Air Force Specialty Codes (AFSC) 461XX, 465XX or 2W0X1. The CMSgt Gauvin Scholarship is for students aged 25 or younger attending an accredited college, university, or technical school (physically or on-line).

The AMMO Chiefs Association (ACA) Board of Directors (BOD) administers the scholarship program.

The Scholarship Selection Committee is the ACA BOD along with the Gauvin Scholarship Manager (GSM) who will review, approve, and decide on the amount awarded to each applicant. All scholarship applications must be submitted no later than (NLT) 31 May of each year.

Anyone or an organization can donate funds to the CMSgt Gauvin Scholarship fund. To donate, contact the ACA Treasurer, acatreasurer@ammochiefs.com. The fund also accepts donations from any source if there is no conflict of interest with the scholarship.

Eligibility:

To qualify for a CMSgt Gauvin Memorial Scholarship award, the following criteria must be met:

- Be a dependent under the age of 25, to include: natural born, legally adopted, and other dependent children of a parent(s) or legal guardian(s) who served honorably in the USAF.
 - Served in AFSCs 461XX, 465XX or 2W0X1 (AMMO troops).
 - Parent(s) or legal guardian(s) must have served on active duty, Air Reserve, or Air National Guard duty for any period.
 - **The applicant must provide proof of honorable service and AFSC of the parent(s) or legal guardian(s).**

- Graduate of an accredited high school (or equivalent) or high school senior who will qualify for graduation prior to beginning eligibility for aid.
- Enrolled or accepted for enrollment in a part- or full-time (as defined by the school admission department) undergraduate course of study at an approved accredited college, university, or technical school (physical or on-line), beyond the high school level except for a service academy.
 - **Applicants attending a service academy are not eligible for this scholarship.**
- Obtained a minimum 3.0 Grade Point Average (GPA) during the previous academic year.
- Award selections are made without regard to Race, Religion, National Origin, Sex, Age or other factor determined to be illegally discriminatory by United States (U.S.) law.

NOTE: *Eligibility is limited to U.S. citizens. However, applicants must be attending an educational institution, which is physically located within the U.S. or any territory administered by the U.S.*

NOTE: *Funds awarded under the CMSgt Gauvin Scholarship cannot be sent to overseas educational institutions, including overseas schools operating on military bases.*

Selection Priority:

The Gauvin Memorial Scholarship Committee (ACA BOD & GSM) will use the following prioritization factors to score/grade each eligible application:

1. Eligible children of AMMO troops who died on active duty.
2. Eligible children of AMMO troops who died after retirement.
3. Eligible children of AMMO troops who died after separation.
4. Eligible children of AMMO troops who have honorably served (past & present).

NOTE: *The scholarship program was originally intended to aid dependent children of deceased AMMO Troops to obtain higher education. This is why these categories rank higher.*

Application Requirements:

The following documents will be enclosed with the application:

- Pertinent History (Appendix 1).
 - A brief history of the applicant's background and reason for requesting the scholarship.
 - Include items such as high schools and college, university, or technical school attended.

- Awards won in schools, significant scholarship recognition, special interests and hobbies, clubs, sports, volunteer work (provide average hours/week), and employment history (provide average hours/week).
- Limit it to one (1) single-space page.
 - Use American Psychological Association (APA) style; Times New Roman, Font size 12.
- A signed and dated PRIVACY ACT STATEMENT (Appendix 2).
- CMSgt Gauvin Memorial Scholarship application (Appendix 3).
- Proof of honorable USAF service and AFSC sponsorship.
 - Examples.
 - DD Form 214
 - An official document showing sponsors AFSC and dates of service.
- School information.
 - An official transcript from a high school.
 - Or an official or un-official transcript or acceptance letter from an accredited college, university, or technical school (physical attendance or on-line).
- An essay with the topic: ***"What do you think about when you hear the National Anthem?"***
 - Format essay using APA style; no less than 500 words, double spaced, using Times New Roman, Font size 12.
- All applications submitted electronically must be scanned into an Adobe Acrobat (pdf) format.

Note: Any supporting document such as a DD-214 that includes a Social Security Account Number (SSAN) will have the SSAN blacked out before scanning into Adobe and submitting to the Gauvin Scholarship Committee.

Additional Information:

- Applicants/students are personally responsible for ensuring the completeness and accuracy of the application package.
 - Applicants/students are encouraged to carefully review submission for absolute conformity to requirements.
- Award amounts will be fairly and impartially tailored based on the number of applicant/student requests and fund availability.
 - Award funds are **ONLY**:

- For the immediate school year, approximately 1 August through 31 July.
- Payable to the applicant/student college, university, or technical school.
- For tuition, books, room and board on campus, and laboratory fees.
- Should an applicant/student not enroll as a part- and full-time student or become disenrolled, all money awarded will be returned to the scholarship fund.
- If the applicant/student is awarded a full scholarship from another source, the CMSgt Gauvin Scholarship must be relinquished and returned.
- Mail or email applications no later than 11:59 p.m., **May 31st**.
 - Any application received after 11:59 p.m. **May 31st** will not be considered for the CMSgt Gauvin Scholarship.
- Each applicant/student is responsible for taking the proper steps necessary to gain admission to the college, university, or technical school of their choice.
- Scholarship applications will be:
 - Mail to:
 - ACA Gauvin Scholarship Committee, ATTN c/o Mathew Lingelbach, 1040 East Nicholes Ave, Layton, UT, 84040-5765, Telephone (757) 525-0961.
 - Email to:
 - The ACA Secretary: secretary@ammochiefs.com.
- The ACA BOD review applications between June 1-30 each year.
 - Awardees are notified of the Committee's award decision once the final selections are made.

Rolls and Responsibilities:

The ACA President and BOD are responsible for management and administration of the ACA Gauvin Scholarship Program is as follows:

- ACA President (via all ACA BOD Members):
 - Administer the Gauvin Scholarship Program.
 - Monitor the scholarship schedule.
 - Ensures all requests meet application requirements.
 - Promote and communicate fund-raising activities and scholarship awards.
 - Validate scholarship awards.

- Ensures the ACA Treasurer starts collaborating efforts with the awardee's college, university, or technical school.
- Ensures the ACA Gauvin Scholarship Manager prepares the applicant(s)/student(s) applications for the ACA Scholarship Selection Committee to review and approve applicant(s)/student(s) submissions.
- ACA Secretary:
 - Be the focal point for all applicant/student application package submissions.
 - Receive and maintain the following applicant/student information.
 - All contact information.
 - All application and approval/disapproval information files for all applicants.
 - Preparing application packages and presenting them to the ACA BOD.
 - forward all applicant/student submissions to the Gauvin Scholarship Manager and the ACA Treasurer.
 - Notify awardees of the ACA BOD results once final selections are made.
 - Provide awardees with the amount awarded.
- ACA Treasurer:
 - Establish, maintain, and manage financial accounting for scholarship funds.
 - Maintain financial and tax-exemption records.
 - Ensure all collected funds are deposited.
 - Collect applicants/students packages from the ACA Secretary.
 - Validate and notify the ACA BOD of the funds available for each awardee after the award percentages are determined for the current application year.
 - Disperse funds to the college, university, or technical school selected by the applicants/students.
 - Notify the ACA membership and public of the scholarship award decision.
- ACA Gauvin Scholarship Manager:
 - Collect applicants/students packages from the ACA Secretary.
 - Ensure each applicant/student meets scholarship requirements.
 - Submit applicants/students packages to the ACA Directors-at-Large for scoring.
 - Collect the applicants/students packages scored by the ACA Directors-at-Large.
 - Review and validate recommended selectees.
 - Forward to ACA President and Vice President for final selectees' validation.
 - Notify the ACA Secretary and ACA Treasurer of the ACA President and Vice President decision.
 - The ACA Treasurer disperses funds to awardees' selected college, university, or technical school.

These instructions are current as of April 15, 2025, for the 2025 application year.

Appendix 1:

Acronyms

#	Number
ACA	Ammo Chief Association
ACA BOD	Ammo Chief Association Board of Directors
AFSC	Air Force Specialty Code
AMMO	United States Air Force Munitions personnel
AMMO Troop	461XX, 465XX or 2W0X1
APA	American Psychological Association
BOD	Board of Directors
CMSgt	Chief Master Sergeant
DD Form 214	Department of Defense -- Certificate of Release or Discharge from Active Duty
etc.	et cetera Latin) – “meaning” “and other things” or “and so on”
E-7	Master Sergeant
GPA	Grade Point Average
GSM	Gauvin Scholarship Manager
hr.	Hour
hrs	Hours
MI	Middle Initial
MSgt	Master Sergeant
NLT	No Later Than
Pdf.	Portable Document Format (Adobe Acrobat)
PII	Personally Identifiable Information
SSN	Social Security Number
U.S.	United States
USAF	United States Air Force

Appendix 2:

APPLICANT/STUDENT HISTORY FORMAT

This is an opportunity to make a positive impression on the ACA Scholarship Selection Committee.
NOTE: 100-200 words, double spaced, using Times New Roman, Font size 12.

Personal Statement:

Grade Point Average:

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Extracurricular Activities:

2021-present (examples):

- Red Cross Blood Mobile volunteer, six (6) hrs. per month.
- Brownie Leader Troop 334, one (1) hr. per week.
- Cub Scout Leader, Den 555, one (1) hr. per week.
- USO volunteer, two (2) hrs. per week.
- Tutor My Town, City, County Adult Literacy Program, six (6) hrs. per week.

Employment History: (List hours worked per week):

2021-present (examples):

- Secretary, Johnson's Law Firm, Lorton VA, 15 hrs. per week.
- Vendor, local craft shows throughout the area, 9-40 hrs. per week.
- Homecare Provider, two (2) hrs. per week.

Honors and Awards:

Letter(s) of Recommendation:

Appendix 3:

PRIVACY ACT STATEMENT

Authority to request this information is derived from Title 5, United States Code 301, Departmental Regulations. The purpose of this information is to apply for educational financial aid through the ACA CMSgt Gauvin Memorial Scholarship. The information provided will be used to assess scholastic achievement, evaluate the need for financial aid, and coordinate and submit awarded funds to the students account at the proper college, university, or technical school educational institution. Completion of this form is mandatory for an application to be considered.

Applicant/Student Signature:
Print Name:
Date Signed:

Appendix 4:

APPLICATION FOR THE ACA CMSGT GAUVIN MEMORIAL SCHOLARSHIP

APPLICATION FORM

- All application entries must be COMPLETE AND ACCURATE.
- All application entries must be typewritten or legibly printed in black ink.
- Mail or email applications no later than 11:59 p.m., **May 31st**.
 - Mail application to:
 - ACA Gauvin Scholarship Committee, c/o Matthew Lingelbach, 1040 E Nicholes Ave, Layton, UT, 84040-5765
 - Email applications to:
 - The ACA Secretary at secretary@ammochiefs.com;
 - Any mailed or emailed application received after 11:59 p.m., **May 31st** is ineligible for the CMSgt Gauvin Memorial Scholarship.

APPLICATION FOR THE CHIEF MASTER SERGEANT (CMSgt) GAUVIN MEMORIAL SCHOLARSHIP

PART 1 – APPLICANT/STUDENT INFORMATION:

Last Name:		First Name:	Middle Initial:
Street Address, City, State, Zip Code			Apt/Box#
Phone#:	Status (e.g., dependent, etc.):		
State of Legal Residence:			
Year in College (freshman, etc.):		Next School Year:	
Student ID #:			
School and Location Applicant Plans to Attend:			

School Address:

Phone# of School Registrar/Financial Aid Office:

Applicants Email Address:

Check the Appropriate Box That Best Describes Your Dependent Status

Dependent child of an AMMO troop who died on active duty;

Dependent child of an AMMO troop who died after retirement;

Dependent child of an AMMO troop who died after separation;

Dependent child of an AMMO troop who served honorably (past & present).

PART 2 - SPONSOR'S INFORMATION:

Last Name:

First Name:

Middle Initial:

AFSC:

Last Rank (e.g., MSgt, etc.):

Pay Grade (e.g., E-7, etc.)

Status (Veteran, Retired, or Active Duty):

State of Legal Residence:

Street Address, City, State, Zip Code

Apt/Box#

Phone#:

Date and Location of Current/Last Assignment:

PART 3 – ESSAY:

• **2025 Topic--** *"What do you think about when you hear the National Anthem?"*

- Format essay:
 - Using APA style.
 - No less than 500 words.
 - Double spaced.
 - Times New Roman, Font size 12.

Applicant/Student	
Signature:	
Printed Name:	
Date:	

Parent(s)/Guardian(s)	
Signature:	
Printed Name:	
Date:	