

United States Army
Warrant Officers Association

USAWOAM 900-1



NATIONAL AWARDS MANUAL

Revised 24 November 2013

FOREWORD

This manual was developed by the National Board of Directors with the direction of the members of USAWOA under the authority contained in the USAWOA Bylaws and approved by the Board of Directors with an effective date of 24 November 2013. This manual is binding on all members, chapters, regions, members of appointed committees and councils, National Headquarters staff, contractors, consultants, Executive Director, all elected officials or other individuals or any companies under contract with USAWOA. The USAWOA legal counsel will ensure that all contracts and/or agreements contain provisions for compliance with appropriate sections.

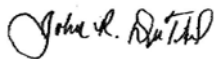
The original manual was adopted at the in 1998 and modified over time. This manual contains extracts from the original procedures and Bylaws, plus amendments and additions gained through the experience acquired during the previous years. This manual is designated to unify the Association and serve to answer any member's questions about the USAWOA Awards Program.

The National Board of Directors, with an effective date of 24 November 2013, has approved this edition of the manual.

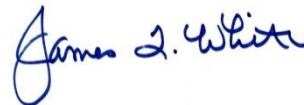
Amendments and additions to this manual are encouraged and should be addressed to the National President or the Executive Director, USAWOA, 462 Herndon Parkway, Suite 207, Herndon, Virginia 20170-5235.

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CHAPTER I

OBJECTIVES

1. PROGRAM OBJECTIVE: The objective of the United States Army Warrant Officers Association (USAWOA) Awards Program is to provide the following:

- a. Foster morale, incentive, esprit de corps and recognition to members and non-members.
- b. Formal program by which the National Board of Directors, Regions and Chapters can recognize outstanding performance or service by individuals and chapters.
- c. Recognize the dedication, service and professionalism of members and non-members who have contributed to the goals of the USAWOA. Service is for the United States Army, the United States Army Warrant Officer Corps, the United States Army Warrant Officers Association and/or the surrounding military communities.

2. GENERAL ELIGIBILITY FOR AWARDS: The following is the general eligibility criteria for each type of award:

- a. Individual Member Awards - Eligibility for this type of award requires the member be in good standing.
- b. Auxiliary Member Award - Eligibility for this type of award requires the auxiliary member to be a member in good standing with a USAWOA recognized Auxiliary.
- c. Non-Member Awards - Eligibility for this type of award, requires that the non-member not be under administrative flagging action by the U. S. Army and must not have been convicted of a court-martial offense.
- d. Organized Region Awards - Eligibility for these types of awards requires that the region have a minimum of ten (10) active chapters. The Region must have received an official charter from National USAWOA to conduct business per the USAWOA By-laws.
- e. Chapter Awards - Eligibility for this type of award requires the chapter to be a regular or auxiliary chapter.
- f. Not all awards must be awarded every year.

3. RECOMMENDATIONS FOR THE ESTABLISHMENT OF NEW AWARDS:

a. Any chapter or member can recommend the establishment of a new award. Recommendations for a new award must be sent to National Headquarters for approval. The form recommending a new award, listed in appendix A, must be completed in its entirety and must be forwarded to National Headquarters as the official request. Electronic versions are acceptable.

b. Upon receipt, the National Headquarters staff will refer the recommendation to the National Vice President and National Awards Committee Chairperson.

c. Recommendations received by the Awards Committee will be staffed with all committee members. Recommendations favorably considered will be emailed by the National Awards

Committee Chairperson to National Board of Directors for approval. Recommendations not favorably considered will be returned by email to the chapter/individual by the National Awards Committee Chairperson with a copy to the National Vice President within 30 days with rationale for disapproval and suggested areas requiring improvement or better justification needed for approval.

4. NOMINATIONS FOR EXISTING AWARDS:

a. Nominations for awards that require a nomination and the approval at the National, Organized Region or Chapter level will be forwarded utilizing the format at Appendix B, C, D, E, F or G. Awards can be submitted electronically.

b. Nominations for awards, that are not required to be submitted directly to National Headquarters, will be routed through the respective Chapter or Region for endorsement by the Chapter or Region.

c. Award nominations must be received at National Headquarters Not Later Than the 15th of August of each year. Award nominations received after the cut-off date or not in the specified format, as listed in the appropriate appendix, will be returned to the nominator without action. This timeline does not apply to the Honorable Order of the Eagle Rising Awards.

d. National level awards, as stated in Chapter III that have automatic consideration by the National Headquarters or the Awards Committee, do not require nominations from Regions, Chapters or individual members.

5. AWARDS YEAR FOR NATIONAL LEVEL AWARDS: The awards year will be from 1 July to 30 June of each given year. This covers all awards that must be considered and chosen by the National Awards Committee. This timeline does not cover the Honorable Order of the Eagle Rising Awards.

6. RECONSIDERATION OF DISAPPROVED AWARDS: When a nomination is disapproved, the approving authority may reconsider the nomination for a lower level award (Honorable Mention). Nominations previously disapproved by an approving authority may be resubmitted for reconsideration providing that new or improved justification or evidence is furnished.

7. PROCUREMENT OF AWARDS: Regions and Chapters are encouraged to order their awards from a source approved by the National Headquarters. Each Region or Chapter is responsible for ordering and funding awards presented at their level.

8. PRESENTATION OF AWARDS: The National, Region or Chapter Presidents (or their designated representatives) will present all awards for their respective levels. Ceremonies may range from formal presentations at annual meetings to small office ceremonies at which the citation will be read and the award presented to the recipient. Most National Level Awards will be presented during the Annual Meeting of the Members Awards banquet.

9. PUBLICITY: Winners of USAWOA awards will be given maximum publicity in the NEWSLINER and other media as appropriate. The Executive Director and the NEWSLINER Editor should be furnished with photographs and press releases of all awards.

10. CONFIDENTIALITY OF AWARD WINNERS: Award winners, for all levels of awards will not be announced or publicized until presentation at an awards ceremony.

CHAPTER II

AWARD COMMITTEES

1. **APPOINTMENT OF THE AWARDS COMMITTEES:** The Vice President/Regional Director/Chapter President of the respective level of the award will make the Chairperson appointments. Additional members will be appointed by the Chairperson.

2. **ELIGIBILITY FOR AWARD COMMITTEE MEMBERSHIP:** To be eligible for appointment as a member of an awards committee, the nominated member must meet the following criteria:

a. General criteria required for any committee member:

- (1) Be a member in good standing.
- (2) Endorsement by the Committee Chairperson.
- (3) Not an elected official.

b. National Awards Committee - must reside within the commuting distance of the National Headquarters.

c. Organized Region Awards Committee:

- (1) Be a member of the respective organized region.
- (2) Meet all criteria specified by the respective region.

d. Chapter Awards Committee:

- (1) Be a member of the respective chapter or auxiliary chapter.
- (2) Meet all criteria specified by the respective chapter.

3. **COMPOSITION OF AWARDS COMMITTEE:**

a. Total Members: Three (3) minimum.

b. Chairperson: Appointed by the Vice President/Regional Director/Chapter President of the respective level of the award.

c. Appointed Members: Two (2) or more members of the general membership appointed by the Awards committee Chairperson..

4. **FUNCTIONS OF AWARDS COMMITTEE:** It is the function of the Awards Committee to administer the USAWOA Awards program. Their duties will include, as a minimum, the following:

a. Develop the goals and objectives of the awards program for their respective level.

- b. Develop the publicity of the program.
- c. Recommend or endorse award categories.
- d. Recommend or endorse design of awards.
- e. Review all pertinent documentation in order to ascertain award winners for their respective levels.
- f. Correspond with elected officials as required.
- g. Determine award winners for their respective levels.
- h. Coordinate with the National Office to determine the Recruiting and Retention statics to determine the winners in each category.

CHAPTER III

NATIONAL LEVEL AWARDS

1. SPECIAL AWARDS: Awards in this group are considered National Level Awards and are to provide the recognition for exceptional service in the U.S. Army and the USAWOA. (See Appendix H)

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|--|---|--|--|
| 1. <u>Don Hess Life-Time Achievement Award</u> | <p>Any Member of the USAWOA</p> <p>May be nominated by any Member and submitted directly to National HQs</p> | <p>Outstanding dedicated extended service (10+ years) to the USAWOA. The service periods will cover the members entire time and contributions made as a member</p> | <p>National BOD</p> <p>Plaque</p> |
| 2. <u>Honorary Membership Award</u> | <p>Persons not eligible for membership in the USAWOA or Auxiliary</p> <p>May be nominated by any Region, Chapter or National BOD official</p> | <p>Outstanding support to the USAWOA or Auxiliary</p> | <p>National BOD</p> <p>Certificate of Appreciation</p> |
| 3. <u>Past Presidents Award</u> | <p>Any outgoing President from National, Region, Chapter or Auxiliary officer.</p> <p>May be nominated by the following:</p> <ul style="list-style-type: none"> a. National or Region President by any National BOD member b. Chapter President by any Region President or Region Director c. Auxiliary President by any Chapter President or National Auxiliary Coordinator | <p>Outstanding performance as an USAWOA or Auxiliary President</p> | <p>National BOD</p> <p>Certificate of Appreciation</p> |
| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |

| | | | |
|---|--|---|---|
| <p>4. <u>National President's Award</u></p> | <p>Any member of the USAWOA or an Auxiliary</p> <p>May be nominated by any National, Region, Chapter or Auxiliary President</p> | <p>Special recognition to individuals who have supported the goals of the USAWOA during the award period.</p> | <p>National President</p> <p>Plaque</p> |
| <p>5. <u>Albert Holcombe Memorial Award for Warrant Officer of the Year</u></p> | <p>Any Warrant Officer who is a regular member of the USAWOA</p> <p>May be nominated by any National, Region or Chapter official</p> | <p>Outstanding dedication and service to the U.S. Army and/or the USAWOA</p> | <p>National Awards Committee</p> <p>Plaque</p> |
| <p>6. <u>Virginia M. Holcombe Memorial Award for Warrant Officer Spouse of the Year</u></p> | <p>Any spouse of a Warrant Officer who is a regular member of the USAWOA</p> <p>May be nominated by any National, Region or Chapter official</p> | <p>Outstanding dedication and service to the U.S. Army and/or the USAWOA</p> | <p>National Awards Committee</p> <p>Plaque</p> |
| <p>7. <u>USAWOA Outstanding Region/Chapter/Auxiliary of the Year Award</u></p> | <p>Any Region, Chapter or Auxiliary for the awards year</p> <p>May be nominated by any National, Region or Chapter Awards Committee</p> | <p>Outstanding achievement in supporting the overall goals of the USAWOA</p> | <p>National Awards Committee</p> <p>Certificate of Appreciation</p> |
| <p>TITLE AND DESCRIPTION</p> | <p>ELIGIBILITY AND NOMINATION PROCEDURES</p> | <p>PRESENTED FOR</p> | <p>PRESENTED FOR</p> |

| | | | |
|---|---|---|---|
| <p>8. The Honorable Order of the Rising Eagle</p> | <p>Any Region, Chapter or Auxiliary for the awards year</p> <p>May be nominated by any National, Region or Chapter Awards Committee</p> | <p>Outstanding service to the country, United States Army Warrant Officers Association, Region, Chapter or the betterment of the Warrant Officer Corps and, Army .</p> <p>NOTE: Cost of Award is \$25.00 to be paid by the requestor upon approval from National.</p> | <p>National Awards Committee**</p> <p>Gold, Silver or Bronze level**</p> <p>Certificate of Appreciation and Medallion at all levels</p> |
|---|---|---|---|

HONORABLE ORDER OF THE EAGLE RISING AWARDS LEVELS:

****GOLD:** USAWOA National or Regional Contributions. Support rendered to a Division or higher, the WO Corps at an Army-wide level or support to the local civilian civic foundations, Approval of this level lies with the National Board of Directors.

****SILVER:** USAWOA Regional Contributions. Support rendered to the Brigade or Battalion levels. Any support of the local civic or country areas. Approval of this level lies with the Regional Director.

****BRONZE:** USAWOA Chapter Contributions. Support rendered to the Battalion level and local civic foundations. Approval of this level lies with the Chapter President.

NOTE: The Honorable Order of the Eagle Rising award has not timelines. It can be awarded at any time during the year. Every attempt will be made to present the Gold level award at a USAWOA function.

The Honorable Order of the Rising Eagle Medallion Guidance for Wear

Army Blue Mess or Army white Mess Uniform

The Honorable Order of the Rising Eagle medallion should be worn with ribbon around the neck, outside the shirt collar and inside the coat collar. The medallion should hang at the full length of the ribbon.

Army Blue, Army White, or Army Green Uniform

The Honorable Order of the Rising Eagle medallion will hang with ribbon around the neck, outside the shirt collar, and inside the coat collar. The medallion should hang over the four-in-hand necktie near the collar, and above the top bottom of the coat, or just under the bow tie, or neck tab, near the collar and above the top button of the coat. Proper positioning may necessitate pinning the ribbon together approximately three inches from the ribbon ends.

Civilian Attire

Men should wear the medallion around the neck with the ribbon over the shirt collar and inside the coat collar. Whether worn with bow tie or four-in-hand necktie, the medallion should hang at full length.

Ladies should wear the medallion around the neck with the medallion hanging at full length of the ribbon.

General Information

The medallion will be worn with the Rising Eagle facing out and in full view and the Warrant Officer rank insignias facing the chest.

The Honorable Order of the Rising Eagle medallion should be worn only at USAWOA functions, **such as formal chapter social events during the installation of national, regional or chapter officers or promotion ceremonies where his/her branch attendees are primary audience**, Warrant Officers

Birthday Ball or USAWOA Balls/Banquets (Chapters and National level events). Awardees will not wear The Honorable Order of the Rising Eagle medallion to and from such meetings or events.

2. Membership Awards: Awards in this category recognize the outstanding achievement of Regions, Chapters, Auxiliaries and members for recruiting and retaining members. (See Appendix H)

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|--|--|---|--|
| 1. <u>Outstanding Warrant Officer Recruiter</u> | <p>Any member who has recruited 20 or more members in the awards year</p> <p>Automatic nomination by the Awards Committee for those who qualify</p> | Outstanding recruitment of members | <p>National Awards Committee</p> <p>Certificate of Appreciation</p> |
| 2. Overall Best Region for Recruiting and Retention | <p>Any Region with 6 active Chapters with the best overall recruiting and retention in the award year</p> <p>Automatic nomination by the Awards Committee for those qualified</p> | The Region with the best overall recruiting and retention rates | <p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p> |
| 3. <u>Overall Best Chapter for Recruitment and Retention</u> | <p>Any active Chapter that was nominated for either Best National Recruitment, Best Retention or Highest Recruitment</p> <p>Automatic nomination by the Awards Committee for those who qualify</p> | The Chapter with the best overall recruitment and retention rates | <p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p> |
| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |

| | | | |
|---|--|---|--|
| <p>4. <u>Highest Recruiting Award</u></p> | <p>Any active Chapter with the highest number of new members for the awards year</p> <p>Automatic nomination by the Awards Committee for those who qualify</p> | <p>The Chapter with the highest number of new members</p> | <p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p> |
| <p>5. <u>Best Retention Award</u></p> | <p>Any active Chapter with a 90% or better retention rate for the awards year</p> <p>Automatic nomination by the Awards Committee for those who qualify</p> | <p>The Chapter who has the best membership retention rate</p> | <p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p> |
| <p>6. <u>Best Recruiting Award</u></p> | <p>Any active Chapter that recruits 50% of their average Chapter membership for the awards year</p> <p>Automatic nomination by the Awards Committee for those who qualify. Chapter must have been an active chapter for the full award year.</p> | <p>The Chapter with the best recruiting rate</p> | <p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p> |

3. Community Affairs Awards: Awards in this category recognize the outstanding achievement of Regions, Chapters, Auxiliaries and members for support to their community in providing donations, services or sustaining programs. (See Appendix H)

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|---|---|--|---|
| 1. <u>Community Affairs Award for Donations</u> | Any active Region, Chapter, Auxiliary or member that contributed the most money to their community for charitable purposes during the award year as reported in Region/ Chapter minutes Nomination by the Awards Committee for those who qualify | Outstanding financial support to their community | National Awards Committee Certificate of Appreciation and Streamer |
| 2. <u>Community Affairs Award for Services</u> | Any active Region, Chapter, Auxiliary or member that performed non-monetary services for their community during the awards year as reported in Region/ Chapter minutes Nomination by the Awards Committee for those who qualify | Outstanding services rendered to their community | National Awards Committee Certificate of Appreciation and Streamer |
| 3. <u>Community Affairs Award for Sustaining Programs</u> | Any active Region, Chapter or Auxiliary that provides their community with a sustaining program from one year to the next. "Sustaining" year as reported in Region/ Chapter minutes Nomination by the Awards Committee for those who qualify | Outstanding sustained program support to their community | National Awards Committee Certificate of Appreciation and Streamer |

4. Best Professional Development Program Awards: Awards in this group are to recognize the outstanding achievement of Regions, Chapters, Auxiliary and members for developing and executing an active Officer Professional Development (OPD) program designed toward the continuation of the individual and collective officer education.

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|-----------------------|---------------------------------------|---------------|---------------------------------------|
|-----------------------|---------------------------------------|---------------|---------------------------------------|

| | | | |
|--|---|--|---|
| <u>Best Professional Development Program Award</u> | Any active Region, Chapter, Auxiliary or member that conducts a high quality officer professional development program during the awards year as reported in Region/ Chapter minutes Nomination by the Awards Committee for those who qualify | Outstanding Officer Professional Development Program | National Awards Committee Certificate of Appreciation and Streamer |
|--|---|--|---|

5. Best Web Site Award: Awards in this group are to recognize the outstanding achievement of Regions, Chapters, Auxiliary and members for developing and executing a web site designed for the use and spread of information of the members.

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|----------------------------|--|---------------------------------------|--|
| <u>Best Web Site Award</u> | Any active Region, Chapter, Auxiliary or member that maintains the best web site | Maintaining the outstanding web site. | *National Awards Committee Certificate of Appreciation and Streamer |

* With assistance from the National Webmaster

6. Chapter Longevity Awards: Awards in this group are to recognize the outstanding longevity as Chapters in good standing for service to the United States Army, the United States Army Warrant Officer Corps, the United States Army Warrant Officers Association and the surrounding Military/Civilian community.

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|---------------------------------|--|--|---|
| <u>Chapter Longevity Awards</u> | Any chapter or auxiliary the remains active as defined in the USAWOA bylaws. | Continuous service to the surrounding military community | Member Services administrator A Streamer annotated in 5-year increments. |
| <u>Chapter "Silver" Status</u> | Any Chapter that attains 25 consecutive years of active service to USAWOA. | Continuous service to the USAWOA | BOD **NOTE A streamer annotating with the word "Silver Chapter". |

** The Chapter must request the change to "Silver" status through he home office to the BOD

7. Member Longevity Awards: Awards in this group are to recognize longevity as Members in good standing for service to the United States Army, the United States Army Warrant Officer Corps, and the United States Army Warrant Officers Association. Membership must be uninterrupted and dues must be paid in a timely manner.

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|--------------------------------|---|--|--|
| <u>Member Longevity Awards</u> | Any member that remains active as defined in the USAWOA bylaws. | Continuous service to USAWOA in increments of 5 years. | Member services administrator. A lapel pin annotated in 5-year increments the years of continuous membership. |

CHAPTER IV

ORGANIZED REGION LEVEL PROGRAMS

1. Individual Awards: Awards in this category are to provide the Organized Regions with a means of recognizing outstanding service by individuals who are members of their region. (See Appendix H)

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|--|--|---|---|
| 1. <u>Region President's/ Director's Award</u> | Any member or auxiliary member of the Region May be nominated by any Region, Chapter or Auxiliary President within their respective Region | Special recognition to individuals who have supported the goals of the Region | Region President/ Director Region Certificate of Appreciation |
| 2. <u>Warrant Officer of the Year</u> | Any Warrant Officer member of the Region May be nominated by any Region or Chapter official | Outstanding dedication and service to the U.S. Army and/or the USAWOA, and their Region | Region Council of Presidents or Region Awards Committee Region Certificate of Appreciation |
| 3. <u>Warrant Officer Spouse of the Year Award</u> | Any spouse of a Warrant Officer member of the Region May be nominated by any Region or Chapter official | Outstanding dedication and service to the U.S. Army and/or the USAWOA, and their Region | Region Council of Presidents or Region Awards Committee Region Certificate of Appreciation |
| 4. <u>Outstanding Warrant Officer Recruiter</u> | Any member who has recruited 10 or more members in the awards year Nominated by Region officials with verification by National Headquarters | Outstanding recruitment of members | Region Council of Presidents or Region Awards Committee Region Certificate of Appreciation |

2. Chapter Awards: Awards in this category are to provide Organized Regions with the opportunity to recognize chapters and auxiliaries who have demonstrated outstanding management of a chapter.

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|-----------------------|---------------------------------------|---------------|---------------------------------------|
|-----------------------|---------------------------------------|---------------|---------------------------------------|

| | | | |
|--|---|---|--|
| <p>1. <u>Outstanding Chapter</u></p> | <p>Any Chapter within the respective Region</p> <p>May be nominated by any Region or Chapter official</p> | <p>Outstanding achievement in supporting the overall goals of the Region and the USAWOA</p> | <p>Region Council of Presidents or Region Awards Committee</p> <p>Region Certificate of Appreciation</p> |
| <p>2. <u>Outstanding Auxiliary</u></p> | <p>Any Auxiliary within the respective Region</p> <p>May be nominated by any Region or Chapter official</p> | <p>Outstanding achievement in supporting the overall goals of the Region and the USAWOA</p> | <p>Region Council of Presidents or Region Awards Committee</p> <p>Region Certificate of Appreciation</p> |

CHAPTER V

CHAPTER AWARDS

Awards at this level are to recognize the contributions of chapter members who have rendered outstanding support to the chapter.

| TITLE AND DESCRIPTION | ELIGIBILITY AND NOMINATION PROCEDURES | PRESENTED FOR | APPROVING AUTHORITY AND TYPE OF AWARD |
|--|--|--|--|
| 1. <u>Chapter President's Award</u> | Any member or auxiliary member of the Chapter May be nominated by any Chapter or Auxiliary official | Special recognition to individuals who have supported the goals of the Chapter | Chapter President Chapter Certificate of Appreciation |
| 2. <u>Warrant Officer of the Year</u> | Any Warrant Officer member the Chapter May be nominated by any Chapter member | Outstanding dedication and service to the U.S. Army and/or the USAWOA, and their Chapter | Chapter Officials or Awards Committee Chapter Certificate of Appreciation |
| 3. <u>Warrant Officer Spouse of the Year Award</u> | Any spouse of a Warrant Officer member of the Chapter May be nominated by any Chapter or Auxiliary member | Outstanding dedication and service to the U.S. Army and/or the USAWOA, and their Chapter | Chapter Officials or Awards Committee Chapter Certificate of Appreciation |

CHAPTER VI
GUIDANCE ON CERTIFICATE OF APPRECIATION

1. **CERTIFICATE OF APPRECIATION.** The Association has established this certificate to provide the National President a means of recognizing a special service to the Association by distinguished persons, Government agencies or private organizations. Any recipient may subsequently be awarded additional certificates. The National President can award this certificate without a vote by the National BOD.

2. **CERTIFICATE OF ACHIEVEMENT.** The Association has established this certificate to provide the National Headquarters a means of recognizing meritorious service to the Association by members, who have made significant contributions to the Association at the National, Region and Chapter levels. Award of this certificate is subject to the following provisions and conditions.
 - a. The request for issuance of this certificate must be in writing, signed by a National Officer, member of the National Board of Directors, Region President or Chapter President, and must contain the specific citation to be used on the certificate. Supporting justification is desired but not required.
 - b. It may be awarded only to members of the Association.
 - c. Any recipient may subsequently be awarded additional certificates.
 - d. The National BOD must approve the issue of this certificate.
 - e. The President of the Association will sign the certificate.
 - f. Procurement and cost of the certificate will be borne by the Association.

3. **CERTIFICATE OF ACADEMIC EXCELLENCE.** The association has established this certificate to recognize academic achievement on the part of any Warrant Officer. The certificates are provided, upon request, to the academic department of any recognized Army school

4. **CHAPTER/REGION CERTIFICATE OF APPRECIATION.** Regions and chapters may develop and procure their own certificates to recognize the achievements and/or service of members, non-members and supporting organizations or activities. The design of such certificates must be approved by the National Board of Directors to insure the Association's high standards of professionalism are maintained. Such certificate may be awarded by region/chapter officials without approval or reporting to the Association Headquarters.

5. Additional awards presented at the National, Region and Chapter level are designated by administrative directives.

APPENDIX A

FORMAT FOR RECOMMENDATION FOR NEW AWARD

FROM: (Submitting individual/region/chapter/auxiliary)

SUBJECT: Recommendation for the Establishment of a New USAWOA Award

TO: Chairperson of the National Awards Committee
United States Army Warrant Officers Association
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

1. Recommend the establishment of a new USAWOA award to be titled: _____
2. In this paragraph, the following information should be provided by the individual/chapter recommending new award.
 - a. Description of the award.
 - b. Who will be eligible to receive it?
 - c. What body with the USAWOA should be the approving authority for nominations?
 - d. What must a nominee accomplish to be eligible for the award?
 - e. Where will the funds come from for the award if funding is required?
3. In this paragraph, the individual/chapter recommending the award should provide full justification for the establishment of the award.

SIGNATURE AND ADDRESS

Enclosures

APPENDIX B

NOMINATION FORMAT FOR EXISTING AWARD
To be used for any award currently presented by the USAWOA

FROM: (Submitting individual/region/chapter/auxiliary)

SUBJECT: Nomination for (Specify Award)

TO: Chairperson of the National Awards Committee
United States Army Warrant Officers Association
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

1. The following is provided as justification/consideration for the award listed above.
 - a. (Grade, Name and Social Security Number).
 - b. (Present organization, station and duty assignment if a civilian or retired indicate civilian position).
 - c. (Mailing address and phone number).
2. Describe the contribution to the U.S. Army or USAWOA. The narrative should be specific and factual. Give concrete examples of exactly what the person did, how well they did it and what are the benefits to the Country, U.S. Army or the USAWOA.
 - * If the Don Hess Lifetime Achievement award, the period of service must exceed 10 years.
 - * If for the Presidents award, the award period of service is the current award year.
3. Give information on the presentation of the award if nomination is approved.

SIGNATURE AND ADDRESS

Enclosures

(If an award citation is required, provide a draft of the proposed award citation as an enclosure)

Note: To be used on all awards except where another award nomination format is required. All paragraphs must be addressed. If information is not available for the above listed areas, state "NONE" or N/A.

APPENDIX C

NOMINATION FORMAT FOR
REGION/CHAPTER/AUXILIARY OF THE YEAR AWARD

FROM: (Submitting Region or Chapter)

SUBJECT: Nomination for (Specify type of award, i.e. Region, Chapter or Auxiliary)

THRU: Region President (or designated representative)
(Address as Appropriate)

TO: Chairperson of the National Awards Committee
United States Army Warrant Officers Association
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

1. The following information is provided as the justification required for the nominated chapter for the award listed above.

- A. Chapter Name, President, Chapter address and number of members.
- B. Chapter Growth (recruitment and retention efforts).
- c. Publicity Items.
- d. Chapter involvement in the Community.
- e. Assistance provided to sponsoring chapter (if auxiliary) or shared projects.
- f. Fund raising activities: (give name of recipients).
- g. Social Activities.
- h. Professional Activities.
- i. Donations to USAWOA Funds.
- j. Special interest items (fully describe one significant activity which qualifies the chapter for the award).

SIGNATURE OF INDIVIDUAL/CHAPTER RECOMMENDING AWARD

Enclosures

Note: All paragraphs must be addressed. If no information is available for the above listed areas, state NONE or N/A.

APPENDIX D

NOMINATION FORMAT FOR
ALBERT HOLCOMBE MEMORIAL AWARD FOR
WARRANT OFFICER OF THE YEAR

FROM: (Submitting Chapter)

SUBJECT: Nomination for Albert Holcombe Memorial Award for Warrant Officer of the Year

THRU: Chapter President (or designated representative)
(Address as Appropriate)

THRU: Region President (Or designated representative)
(Address as Appropriate)

TO: Chairperson of the National Awards Committee
United States Army Warrant Officers Association
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

1. The following information is submitted as the justification for the nomination (state nominee's name) for Warrant Officer of the Year.

a. Nominee's name, social security number, address and chapter

b. Personal biography: military status, marital status, family members, organization assigned to, education (military and civilian), organizational involvement, hobbies, past and present USAWOA offices held (if applicable). (250 words or less)

c. Recruiting: (if applicable)

(1) Number of members recruited.

(2) Membership drives involvement.

d. Personal involvement with Chapter activities (if applicable).

(1) Community affairs.

(2) Fund raising.

(3) Professional development.

(4) Committee membership.

e. Recognition by other organizations.

f. Items of special interest (fully describe one significant activity which qualifies the nominee for the award).

SIGNATURE OF INDIVIDUAL/CHAPTER RECOMMENDING AWARD

Enclosures

* It is highly recommended but not required that the nomination packet be endorsed by the Region Director

Note: All paragraphs must be addressed. If no information is available for the above listed areas, state NONE or N/A.

APPENDIX E

NOMINATION FORMAT FOR
VIRGINIA M. HOLCOMBE MEMORIAL AWARD FOR
WARRANT OFFICER SPOUSE OF THE YEAR

FROM: (Submitting Chapter)

SUBJECT: Nomination for the Virginia M. Holcombe Memorial Award for Warrant Officer Spouse of the Year

THRU: Chapter President (or designated representative)

THRU: Region President (Or designated representative)
(Address as Appropriate)

TO: Chairperson of the National Awards Committee

United States Army Warrant Officers Association
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

1. The following information is submitted as the justification for the nomination (state nominee's name) for the Virginia M. Holcombe Memorial Award for Warrant Officer Spouse of the Year.

- a. Nominee's name, social security number, address and chapter and or Auxiliary.
- b. Personal biography: marital status, family members, work place (if applicable), education (civilian), organizational involvement, hobbies, past and present USAWOA Auxiliary offices held (if applicable). (250 words or less)
- c. Personal involvement with Chapter/Auxiliary activities.
 - (1) Community affairs.
 - (2) Fund raising.
 - (3) Committee membership.
- d. Recognition by other organizations.
- e. Items of special interest (fully describe one significant activity that qualifies the nominee for the award).
- f. What impact did the Spouses' activity or contribution have on the home Chapter and or Region? (Fully describe one significant activity that qualifies the nominee for the award).

SIGNATURE OF INDIVIDUAL/CHAPTER RECOMMENDING AWARD

Enclosures

* It is highly recommended but not required that the nomination packet be endorsed by the Region Director

Note: All paragraphs must be addressed. If information is not available for the above listed areas, state NONE or N/A.

APPENDIX F

FORMAT FOR REGION ENDORSEMENT FOR AN AWARD

FROM: Region President/Director

SUBJECT: Nomination for (specify award and category as applicable).

TO: Chairperson of the National Awards Committee
United States Army Warrant Officers Association
462 Herndon Parkway, Suite 207
Herndon, VA 20170-5235

1. (Name or Chapter) has been selected as the Region (Name of Award) of the year and is forwarded to National Headquarters as the nominee for (Region Name).
2. Statement by Region President (or designated representative) of agreement/disagreement with any pertinent information submitted in Chapter nomination letter.
3. Additional comments (200 words or less).

SIGNATURE OF REGION PRESIDENT (or designated representative)

Enclosure

1. Chapter Nomination Letter

APPENDIX G

FORMAT FOR CHAPTER ENDORSEMENT FOR AN AWARD

FROM: Chapter President

SUBJECT: Nomination for (specify award and category as applicable).

TO: Region President (or Region Awards Committee) address as applicable

1. Name has been selected as the Chapter (Name of Award) of the year and is forwarded to Region Headquarters as the nominee for (Chapter Name).
2. Statement by Chapter President (or designated representative) of agreement/disagreement with any pertinent information submitted in chapter nomination letter.
3. Additional comments (200 words or less).

SIGNATURE OF CHAPTER PRESIDENT (or designated representative)

Enclosure

APPENDIX H

National Awards Committee Procedures

1. Best Retention Award.

a. The chapter award for retention was computed based on the following criteria:

(1.) Chapter strength was determined based on the average strength for the award year. This figure was derived from the semi-annual meeting reports.

(2.) Life members were subtracted from each chapter's average strength. This gave a baseline membership for computing the renewal percentage.

(3.) The total amount of chapter renewals was computed based on the monthly rebate reports.

(4.) The total chapter renewals are then divided by the average chapter membership strength to give the percentage of chapter renewals.

b. Determination of award nominees: The committee nominated all active chapters that met a 90 percent or higher renewal rate.

c. Award Winner: The Chapter with the highest resultant percentage.

2. Best Recruiting Award.

a. The chapter award for recruiting was computed based on the following criteria:

(1.) Chapter strength was determined based on the average strength for the award year. This figure was derived from the semi-annual meeting reports. This gave a baseline membership for computing the new member percentage.

(2.) The total amount of new members for each chapter was computed based on the monthly rebate report.

(3.) The total new members by chapter are then divided by the average chapter membership strength to give the percentage of chapter new members.

b. Determination for award nominees: The committee nominated all active chapters that met a 50 percent or higher new member rate.

c. Award Winner: The Chapter with the highest resultant percentage.

3. Highest Recruiting Award.

a. The chapter award for highest recruiting was computed based on the highest amount of new members as computed from the monthly rebate reports.

b. Determination for award nominees: The committee nominated all active chapters that recruited 25 or more new members.

c. Award Winner: The Chapter with the greatest number of new members.

4. Overall Best Chapter for Recruiting and Retention.

a. The chapter award for recruiting and retention was computed based on the following criteria:

(1.) The chapter has been nominated for an award in any of the award categories of recruitment, retention or highest recruitment.

(2.) Each chapter is then ranked within each of the three award categories.

b. Determination for award nominees: The award is based on the lowest combined ranking total.

c. Award Winner: The Chapter with the highest combined ranking.

5. Overall Best Region for Recruitment and Retention.

a. The region award for recruitment and retention was computed based on the following criteria:

(1.) The region must have five active chapters and must have a qualifying chapter in each of the award categories of recruitment, retention or highest recruitment.

(2.) Each region is then ranked within each of the three award categories.

b. Determination for award nominees: The award is based on the lowest combined ranking total.

c. Award Winner: The Region with the highest combined ranking.

6. Best Professional Development Program.

a. The President's Award for Professional Development was determined from a review of the chapter minutes on the depth of the subject discussed.

a. Award Winner: The Chapter was selected for conducting the best professional development program during the award year.

7. Community Affairs Award for Donations.

a. The award for community affairs for donations was determined from a review of the minutes for all active chapters and the total amount donated by the chapter members. (In the past, we have used total monies donated.)

b. Award Winner: The Chapter which contributed the most financial assistance to their community throughout the award year.

8. Community Affairs Award for Services.

a. The award for community affairs for donations was determined from a review of the

minutes for all active chapters. The Awards Committee reviewed all chapter minutes for the award year that contained information regarding the community services performed.

b. Award Winner: The Chapter with the best community services program during the award year.

9. Community Affairs Award for Sustaining Programs.

a. The award for community affairs for sustaining programs was determined from a review of the minutes for all active chapters. The Awards Committee reviewed all chapter minutes for the award year that contained information regarding any sustaining community services program.

b. Award Winner: The Chapter with the best community sustaining services program during the award year.

10. Best Web Site Award.

a. The awards for the best web site is determined by the currency and relevancy of the information and easy and speeds of use kept up for the whole awards year. Other considerations are the ease of navigation and appearance.

b. The committee votes on the sites and recommends the winner for the best chapter site.

11. National President's Award. Awarded by the USAWOA President to an individual or group for accomplishments for the U.S. Army, the Warrant Officer Corps and/or USAWOA.

12. Chapter Longevity Awards.

a. Streamers are awarded to chartered chapters of the USAWOA for loyal service. This recognition is for the significant efforts to the United States Army, the Warrant Officer Corps, USAWOA and the surrounding military communities.

b. The committee recommends these award streamers to chapters in 5-year increments starting with the year the chapter was chartered by USAWOA. (Example, 5, 10, 15, 20, 25, 30, etc.)

13. The Virginia M. Holcombe Memorial Award for Warrant Officer Spouse of the Year. Nominated by any member through the USAWOA channels to the Awards Committee Chairman. Must be in the proper format and provide adequate justification. Nominations are voted on by the committee members.

14. The Albert Holcombe Memorial Award for Warrant Officer of the Year. Nominated by any member through the USAWOA channels to the Awards Committee Chairman. Must be in the

proper format and provide adequate justification. Nominations are voted on by the committee members.

NOTE: Not all awards must be awarded each year.

APPENDIX H
FORMAT OF CHAPTER MINUTES

(FULL NAME) of CHAPTER
UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION
P.O. BOX (or installation)

Call to Order: President (Last Name) called the meeting to order at (Location) on the (Day) of (Month) (Year)

President: (First and Last name)

Vice-President: (First and Last name)

Secretary: (First and Last name)

Treasurer: (First and Last name)

The pledge of allegiance: Said by all.

Secretary's Report: Report was read and a motion to approve was submitted by (First and Last name), seconded by (First and Last name), motion carried.

Treasurer's Report: Report was read and a motion to approve subject to audit was submitted by, (First and Last name) seconded by, (First and Last name), motion carried.

Committee Reports: Whatever committees that have something to put out.

Vice-President's Report: Words from the Vice President

President's Report: Words from the President

Unfinished Business: Always refer to this action as unfinished versus "Old"

New Business: Anything that need to be discussed that is new to the Chapter

Community Affairs: Qualify what the Chapter did to help the community.

Charity: This is where you put the dollar amount donated and to what organization.

Guest Speaker: If you have one put his/her name here

Professional Development Topic: Briefly discuss the OPD

Membership, Recruiting and Retention: Current membership is at Regular membership and Members-at-Large.

Adjournment: A motion was made by to adjourn by (First and Last name) and seconded by (First and Last name) Meeting adjourned at (Time) hours.

(First and Last name)
Chapter Secretary

(First and Last name)
Chapter President