

United States Army
Warrant Officers Association

USAWOAM 900-1



NATIONAL AWARDS MANUAL

Revised 14 February 2002

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 14 February 2002. This operations 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 annual in 1998 and portions thereof contained in the Bylaws approved by the BOD on 9 July 1977 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 14 February 2002 has approved this edition of the manual.

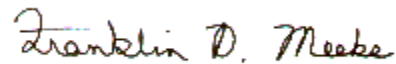
Amendments and additions to this manual are encouraged and should be addressed to the National Executive Director, USAWOA, 462 Herndon Parkway, Suite 207 Herndon, Virginia 20170-5235.

BY DIRECTION OF THE NATIONAL BOARD OF DIRECTORS

OFFICIAL:



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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, United States Army Warrant Officers Warrant Officers Corps, 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 the auxiliary member must be a member in good standing with a USAWOA recognized Auxiliary.

c. Non-Member Awards - Eligibility for this type of award the non-member must not be under administrative flagging action by the U. S. Army and must not have been convicted of a courts-martial offense.

d. Organized Region Awards - Eligibility for this type of awards the region must have a minimum of five (5) active chapters. The Region must be 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 the chapter must be an active 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 members 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 forward to National Headquarters as the official request.

b. Upon receipt, the National Headquarters staff will refer the recommendation to the National Awards Committee.

c. Recommendations received by the Awards committee will be staffed with all committee members. Recommendations favorably considered will be presented at the next scheduled National Board of Directors meeting for approval. Recommendations not favorably considered will be returned to the chapter/individual 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.

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

c. Award nominations for awards must be received at National Headquarters prior to 15 August of each year. Award nominations received late or not in the specified format, as listed in the appropriate appendix, will be returned without action.

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: The awards year will be from 1 July to 31 June of each given year.

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 at the Annual Meeting of the Members Installation/Awards banquet.

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

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

CHAPTER II

AWARD COMMITTEES

1. 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 be 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 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.

2. APPOINTMENT TO AWARD COMMITTEES: The President, of the respective level of the award, will make all Chairperson appointments. The chairperson will appoint additional members with the concurrence of the President.

3. COMPOSITION OF AWARDS COMMITTEE:

- a. Total Members: Three (3) minimum.
- b. Chairperson: Appointed by the 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 with concurrence from the President.

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.

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>Life Member Award</u>	Any Life Member of the USAWOA May be nominated by any Life Member and submitted directly to National HQs	Outstanding dedicated service to the USAWOA	National BOD Certificate of Achievement and Plaque
2. <u>Honorary Membership Award</u>	Persons not eligible for membership in the USAWOA or Auxiliary May be nominated by any Region, Chapter or National BOD official	Outstanding support to the USAWOA or Auxiliary	National BOD Certificate of Appreciation
3. <u>Past Presidents Award</u>	Any outgoing President from National, Region, Chapter or Auxiliary officer. May be nominated by the following: 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	Outstanding performance as an USAWOA or Auxiliary President	National BOD Certificate of Appreciation

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

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>	Any member who has recruited 20 or more members in the awards year Automatic nomination by the Awards Committee for those who qualify	Outstanding recruitment of members	National Awards Committee Certificate of Appreciation

TITLE AND DESCRIPTION	ELIGIBILITY AND NOMINATION PROCEDURES	PRESENTED FOR	APPROVING AUTHORITY AND TYPE OF AWARD
2. <u>Overall Best Region for Recruiting and Retention</u>	<p>Any Region with 5 active Chapters with the best overall recruiting and retention in the awards year</p> <p>Automatic nomination by the Awards Committee for those who qualify</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 Recruiting and Retention</u>	<p>Any active Chapter that was nominated for either National Best Recruiting, Best Retention or Highest Recruiting</p> <p>Automatic nomination by the Awards Committee for those who qualify</p>	The Chapter with the best overall recruiting and retention rates	<p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p>
4. <u>Highest Recruiting Award</u>	<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>	The Chapter with the highest number of new members	<p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p>
5. <u>Best Retention Award</u>	<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>	The Chapter who has the best membership retention rate	<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>
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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)

<p>TITLE AND DESCRIPTION</p>	<p>ELIGIBILITY AND NOMINATION PROCEDURES</p>	<p>PRESENTED FOR</p>	<p>APPROVING AUTHORITY AND TYPE OF AWARD</p>
<p>1. <u>Community Affairs Award for Donations</u></p>	<p>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</p> <p>Nomination by the Awards Committee for those who qualify</p>	<p>Outstanding financial support to their community</p>	<p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p>
<p>2. <u>Community Affairs Award for Services</u></p>	<p>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</p> <p>Nomination by the Awards Committee for those who qualify</p>	<p>Outstanding services rendered to their community</p>	<p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p>

<p>3. <u>Community Affairs Award for Sustaining Programs</u></p>	<p>Any active Region, Chapter, or Auxiliary that provides their community with a sustaining program during the awards year as reported in Region/ Chapter minutes</p> <p>Nomination by the Awards Committee for those who qualify</p>	<p>Outstanding sustained program support to their community</p>	<p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p>
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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
<p><u>Best Professional Development Program Award</u></p>	<p>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</p> <p>Nomination by the Awards Committee for those who qualify</p>	<p>Outstanding Officer Professional Development Program</p>	<p>National Awards Committee</p> <p>Certificate of Appreciation and Streamer</p>

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
<p><u>Best Web Site Award</u></p>	<p>Any active Region, Chapter, Auxiliary or member that maintains</p>	<p>Maintaining the outstanding web site.</p>	<p>National Awards Committee</p>

	the best web site		Certificate of Appreciation and Streamer
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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 by-laws.	Continuous service to the surrounding military community	National Awards Committee A Streamer annotated in 5-year increments.

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 by-laws.	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	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	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. Organized Region Chapter Awards: Awards in this category are to provide 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
1. <u>Outstanding Chapter</u>	Any Chapter within the respective Region May be nominated by any Region or Chapter official	Outstanding achievement in supporting the overall goals of the Region and the USAWOA	Region Council of Presidents or Region Awards Committee Region Certificate of Appreciation
2. <u>Outstanding Auxiliary</u>	Any Auxiliary within the respective Region May be nominated by any Region or Chapter official	Outstanding achievement in supporting the overall goals of the Region and the USAWOA	Region Council of Presidents or Region Awards Committee Region Certificate of Appreciation

CHAPTER VCHAPTER 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	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	Chapter Officials or Awards Committee Chapter Certificate of Appreciation

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 fill justification for the establishment of the award.

SIGNATURE AND ADDRESS

Enclosures

APPENDIX B

NOMINATION FORMAT FOR EXISTING AWARD

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 the Country, U.S. Army or the USAWOA.
3. Specify, if award is to be procured, where the funds will come from for purchase of the award.
4. 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, then 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 (recruiting 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 then 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 of (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 drive 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

Note: All paragraphs must be addressed. If no information is available for the above listed areas then 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 of (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.

b. Personal biography: military status, marital status, family members, work place (if applicable), education (military and/or 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 drive involvement.

d. Personal involvement with Chapter activities.

(1) Community affairs.

(2) Fund raising.

(3) Committee membership.

e. Recognition by other organizations.

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

SIGNATURE OF INDIVIDUAL/CHAPTER RECOMMENDING AWARD

Enclosures

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

APPENDIX F

FORMAT FOR REGION ENDORSEMENT FOR AN AWARD

FROM: Region President

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 recruiting, retention or highest recruiting.
 - (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 Recruiting and Retention.

- a. The region award for recruiting 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 recruiting, retention or highest recruiting.
 - (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 minutes for all active chapters.
- b. 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 computed by dividing the total amount donated by the average number of chapter members.
- b. Award Winner: The Chapter which contributed the most financial assistance to their community during 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 award for the best web site is determined by the currency and relevancy of the information and ease 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. Don Hess President's Award. Awarded by the USAWOA President to an individual or group for accomplishments for the US Army, the WO Corp, and/or USAWOA.

12. Chapter Longevity Awards.

a. Streamers are awarded to chapters of the USAWOA for loyal service. This recognition is 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 incidents 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.