

United States Army
Warrant Officers Association

USAWOAP 400-1



INDEX OF PUBLICATIONS AND FORMS

18 April 2009

FOREWORD

This document was developed by the Headquarters staff under the direction of the Chairman of the Board of Directors by virtue of authority contained in the USAWOA Bylaws. As an administrative instrument it is to be updated and maintained by the Headquarter's staff and does not need additional BOD approval for changes and or corrections. This document is to assist all members, chapters, regions, members of appointed committees and councils, National Headquarters staff, contractors, consultants, National Executive Director, all elected officials, or other individuals or any companies under contract with USAWOA.

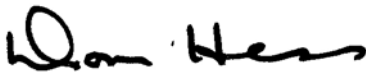
The original pamphlet was adopted in 1977 and modified over time. Those earlier pamphlets should be destroyed..

This edition of the pamphlet has been published by the staff, and has an effective date of 18 April 2009.

Amendments and additions to this pamphlet 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:



Donald E. Hess
CW4, (Ret.) USA
Acting Executive Director



GARY NISKER
CW5, GS
National President
USAWOA

FORWARD

This publication contains a complete listing of current and proposed USAWOA publications and blank forms.

DISTRIBUTION is as follows:

Printed at copy at National Headquarters

Electronic copy at <http://www.usawoa.org/downloads.htm#forms>

Those items without dates are planned documents only; when published they will be added to this list with an issue date. All publications and blank forms originate at USAWOA National Headquarters and will be assigned a number by the Executive Director.

All manuals and pamphlets published will normally be distributed in electronic format and be available on the USAWOA Web Site listed above or by way of a Hot Link from the Home Page.

All forms listed are locally reproducible.

INDEX TO USAWOA PUBLICATIONS AND FORMS

CONTENTS

SECTION 1	-	USAWOA MANUALS	PAGE 1
SECTION 2	-	USAWOA BLANK FORMS	PAGE 2
SECTION 3	-	USAWOA PERIODICALS	PAGE 4
SECTION 4		FORM LETTERS	PAGE 5

SECTION 1 - USAWOA MANUALS

NUMBER	DATED	SUBJECT
100 - EXECUTIVE DIRECTOR		
100-1	18 April 2009	USAWOA Policy Manual
200 - NATIONAL BOARD OF DIRECTORS		
200-1	7 Nov 1974 Amended 10 Dec 1981	USAWOA Articles of Incorporation (Constitution)
200-2	5 April 2008	USAWOA By Laws (current version)
300 - FIELD OPERATIONS		
300-1	18 April 2009	Chapter/Region Operations Manual
400 - MANAGEMENT		
400-1	18 April 2009	Index of Forms and Publications
400-6	Pending Approval	National Headquarters Finance & Administrative Management Manual
500 - SEMI-ANNUAL/ANNUAL MEETINGS		
500-1	18 April 2009	National Council of Presidents Operations and Annual Meeting Manual
500-2	18 April 2009	National Board of Directors Operations and Annual Meeting Procedure Manual
500-4	18 April 2009	Meeting of the Members Procedures Manual
600 - MEMBERSHIP		
700 - MEMBER SERVICES		
800 - LEGISLATION		
900 - PUBLIC RELATIONS		
900-1	18 April 2009	Awards Manual

SECTION 2 - USAWOA BLANK FORMS**100 - EXECUTIVE DIRECTOR**

100-1	Status of USAWOA Programs
100-2	USAWOA Program Record
100-3	Authorization to Travel
100-4	Itinerary for USAWOA Officials

200 - NATIONAL BOARD OF DIRECTORS

200-1	Apr 2009	Board of Directors Poll
200-2	Apr 2009	Committee Report
200-3		National Official Report
200-4		Annual Meeting Agenda Item
200-5		Directory of National Officers
200-6	Apr 2009	Resume of Candidates for National Office
200-7		BOD Roll Call Tally Sheet
200-8		Election Tally Sheet for Office of: _____
200-9		Appointment of National Committee
200-13	Apr 2009	Nomination Form

300 - FIELD OPERATIONS

300-1		Chapter Organizers Progress Report
300-2		Petition to Establish a USAWOA Chapter
300-3		Petition to Establish an Auxiliary Chapter
300-4	Apr 2009	Oath of Office
300-5		Auxiliary Oath of Office
300-6	Apr 2009	Change in Chapter of Assignment
300-7	Apr 2009	Directory of Chapter Officials
300-9	Apr 2009	Committee Report
300-10	Apr 2009	Chapter Minutes Transmittal
300-11	Apr 2009	Membership Dues Transmittal
300-17		Chapter Activation Kit Shipping Document
300-28	Apr 2009	National Council of Presidents Poll

400 - ADMINISTRATION

400-1		Request for Reproduction and Printing
400-3	Apr 2009	Record of Checking Account
400-8		USAWOA Shipping Label
400-9		USAWOA Routing Slip
400-11		Interim Reply
400-12		USAWOA Position Description
400-13	Apr 2009	Travel and Expense Voucher
400-14		Processing Notification of Death of USAWOA Member
400-15		Requisition for USAWOA Publications
400-17		USAWOA Trip Report

500 – ANNUAL MEETINGS

500-1		USAWOA Council of Presidents Meeting Registration Form
500-3		USAWOA Annual Meeting of the Members Registration Form
500-4		USAWOA Region Convention Registration Form
500-8		USAWOA Meeting Critique
500-9		USAWOA Official Ballot
500-10		USAWOA Proxy for Annual Meeting
500-11	Apr 2009	USAWOA Proxy for Region/Chapter Meeting
500-12	Apr 2009	USAWOA Proxy for National BOD/EXCOM

600 - MEMBERSHIP

600-1	Apr 2009	Application for USAWOA Membership/Renewal/Change of Data
600-1 (Intro)	Apr 2009	Application for free 1 year USAWOA Membership
600-1 DS	Apr 2009	Application for Dual membership in USAWOA and Quad A
600-2		Application for Membership in Ladies' Auxiliary
600-3	Apr 2009	Application for Corporate Membership

700 - MEMBER SERVICES

700-1		Resume Worksheet
700-2		Death Notification (Regular Member/Auxiliary Member or Dependent)
700-3		Death Notification (Life Member)

800 - LEGISLATION

800-1		Report of Action on USAWOA Resolutions
800-2	Apr 2009	National Proposal Recommendation
800-4		Legislative Proposal (resolution)

900 - PUBLIC RELATIONS

900-2		USAWOA Press Release
900-3		Certification of Appreciation
900-4		Certification of Achievement
900-5		Certificate of Academic Excellence

SECTION 3 - USAWOA PERIODICALS

NUMBER FREQUENCY

SUBJECT

100 - EXECUTIVE DIRECTOR

200 - NATIONAL BOARD OF DIRECTORS

200-1		Council of Presidents Meeting Minutes
200-2		National Board of Directors Meeting Minutes
200-3		Region Convention Minutes
200-4		Annual Meeting of the Members Minutes

300 - FIELD OPERATIONS

400 - MANAGEMENT

400-1	Apr 2009	Index to USAWOA Publications and Blank Forms
400-2		Directory of Officials (National, Region, Chapter)
400-5		Operating Budget

500 - ANNUAL MEETINGS

500-1		Council of Presidents Meeting Plan
500-2		National Board of Directors Meeting Plan
500-3		Meeting of the Members Plan
500-4		Region Convention Plan
500-5		Council of Presidents Meeting Program
500-6		National Board of Directors Meeting Program
500-7		Meeting of the Members Program
500-8		Region Convention Program

600 - MEMBERSHIP

600-1		Membership Development Plan
600-2		Membership Brochures (Note: Brochures to be developed for Active/Reserve/NG/Retired)

700 - MEMBER SERVICE

800 - LEGISLATION

800-1		USAWOA Legislative Proposals
800-2		Status of USAWOA Programs

900 - PUBLIC RELATIONS

900-1	USAWOA Briefing
900-3	WOA Newsletter
900-4	USAWOA Information Letter
900-5	USAWOA Honor Roll (includes Past Presidents Council, BOD, etc.)

SECTION 4 - FORM LETTERS

FORM NO.

SUBJECT

1	Information to Potential Members
2	Renewal of Membership
3	Resume Service
4	Approval of Petition of Newly Activated Chapter
5	Letter to Organizers Forwarding Organizers Kit
6	Letter to Inactive Chapters
7	Closing a Chapter
8	Resume Transmittal (to writer)