



ONE CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20002  
LOCAL: 202.479.2200  
TOLL-FREE: 800.809.9448  
FAX: 202.547.1641

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**Memorandum To:** See Distribution

**FROM:** Colonel D. Ladd Pattillo, USAR (Ret), President, Reserve Officers Association  
CW4 Dale Anderson, USA, Chair, Warrant Officers Committee

**DATE:** 29 April 2009

**SUBJECT:** CW4 Michael J. Novosel Award for the ROA Outstanding Warrant Officer of the Year

ROA and the Warrant Officers Committee are pleased to announce the 2010 competition for the CW4 Michael J. Novosel Award for the Reserve Officers Association Outstanding Warrant Officer of the Year. This will be the eighth presentation of the award, which was approved at our National Convention in Boston in 1998. The award was established to annually recognize the achievements and dedicated service of warrant officer members of ROA. The award will be presented on 8 February 2010 during the ROA Mid-Winter Legislative Conference (7-10 February 2010) in Washington, DC. The award process is open to Ready Reserve Warrant Officers from all services.

The program description and process for application is described in the enclosed announcement package, which is available for downloading off the Warrant Officer Section on the ROA homepage at <http://www.roa.org>.

We ask that each General or Flag Officer Command make every effort to nominate a warrant officer from the command for this award before the advertised 11 September 2009 deadline. Command nomination(s) should be submitted to the address listed in paragraph 4 of the program instruction memorandum.

The ROA National Headquarters point of contact for the award is the Army Section. For additional information, contact the Army Section at ROA National Headquarters at 202-646-7720 or 800-809-9448.

Enclosures

**DISTRIBUTION:**

Office, Chief of the Army Reserve  
Office, Chief of the Navy Reserve  
Office, Deputy Assistant Secretary of the Navy, Reserve Affairs  
Office, Commander of Marine Forces Reserve  
Office, Director-Reserve Affairs (HQ USMC)  
Cdr, Marine Mobilization Command  
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CDRs, RRCs, ARCOMs, MUSARCs, GOCOMs  
The State Adjutant Generals  
ROA Department Presidents  
ROA Department Army and Navy Vice presidents  
ROA Department Junior Vice Presidents, Army  
ROA Department Secretaries

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**RESERVE OFFICERS ASSOCIATION OF THE UNITED STATES**

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*"Serving Citizen Warriors Through Advocacy and Education Since 1922"*

# **RESERVE OFFICERS ASSOCIATION'S CW4 MICHAEL J. NOVOSEL OUTSTANDING WARRANT OFFICER AWARD PROGRAM**

Reserve Officers Association is pleased to announce the 2010 competition for the Reserve Officers Association's (ROA) CW4 Michael J. Novosel Outstanding Warrant Officer of the Year Award. Three (3) finalists will be selected by the EXCOM Initial Selection Committee in December and requested to attend the ROA Mid-Winter Conference in Washington, DC, 7-10 February 2009, for a personal interview with the Final Selection Committee. The final selection and presentation of the award will be made during the Mid-Winter Conference. All finalists will be recognized with certificates and a reception in their honor. The winner will receive a plaque and his/her name will be placed on the permanent award displayed at ROA National Headquarters.

1. **PURPOSE:** This program was established to annually recognize the achievements and dedicated service of Warrant Officer members of the Reserve Officers Association while contributing to the following desirable activities:

a. Increase interaction between respective services and ROA Departments.

b. Enhance communication among ROA Service Sections and Department Vice Presidents.

c. Enhance and encourage membership and participation in ROA by Warrant Officers. All activities should be accomplished with maximum public relations activity.

## **2. ELECTION CRITERIA:**

a. Mandatory - Nominees must:

(1) Be a warrant officer in grade WO1, CW2, or CW3 at the time of the Mid-Winter Conference.

(2) Be a member in good standing of ROA at the time of nomination and the Mid-Winter Conference.

(3) Receive endorsement from their unit/command.

(4) Receive endorsement from the ROA department in which they hold membership.

(5) Be a member of the Ready Reserve (i.e., a USAR Troop Program Unit, the National Guard, the Individual Ready Reserve, USMCR, USNR, the Coast Guard Reserve) or participating in their respective AGR, TAR or IMA programs at the time of submission of the nomination.

b. Nominees shall be judged on the following: (not necessarily in order of importance)

(1) Military and civilian education, experience, achievements, awards and decorations.

(2) Community and professional activities.

(3) ROA participation.

c. Any Warrant Officer may be reconsidered in subsequent years if all requirements are again satisfied and he/she has never been selected as the ROA Outstanding Warrant Officer.

### 3. GENERAL CONSIDERATIONS:

a. The selection process shall approximate procedures utilized in a "best qualified" method of selection for promotion.

b. The nomination packet must be in the format found at the enclosure.

c. National ROA will bear no expense for the three finalists for attendance at the Mid-Winter Conference for the Final Selection interview.

**d. Any of the final three candidates who cannot attend the interview meeting during Mid-Winter will still be considered provided a written explanation of his or her absence is received at ROA Headquarters prior to the final selection.** Any finalist whose absence is caused by active duty military service (e.g., Mobilization, Annual Training, Active Duty for Special Work, Active Duty Training) shall automatically become a finalist for the subsequent year, provided that the finalist: (i) notifies ROA in writing prior to the interview meeting that active duty military service will preclude the finalist from attending the interview meeting and provides ROA with a copy of the military orders that place him/her on active duty military service on the date of the interview meeting; and (ii) re-submits an updated nomination packet to ROA, through the candidate's current ROA Department, in accordance with the procedures set out in this memorandum. In an ROA Department where a finalist from the previous year is automatically included as a finalist candidate for the subsequent year, that ROA Department also may nominate a second warrant officer for consideration in accordance with the selection process prescribed by this memorandum.

e. This Warrant Officer competition is based on nominee's ROA Department membership affiliation and not on the state of residence or unit assignment. Although only one candidate can be endorsed by a department, units who have members in more than one Department may submit more than one candidate; however, no more than one candidate per service section per Department based on the ROA membership of the candidates.

(Example: If the 1/340th Infantry Regiment has three Warrant Officers who meet all nomination requirements, two are members of the Maryland Department and one is a member of the Virginia Department, then the Commander, 1/340th, may submit two nominations. One to Virginia and one to Maryland.)

**\*EXCEPTION:**

If a nomination packet is received from Commander, U.S. Army Human Resources Command, the Department may also endorse the IMA/IRR candidate. This would give the Department two nominees for the Initial Selection Board conducted at ROA National Headquarters in December.

**(2) To enhance the visibility of this relatively new program and until such time as a greater number of applicants are received, departments may nominate more than one candidate for this award as an exception for the selection process for 2010.**

f. Nominating Commands and Departments are strongly encouraged to sponsor their finalist candidates for professional development attendance at the Mid-Winter Conference.

g. The nominee selected to represent the Department will be that Department's Outstanding Warrant Officer of the Year. Departments are strongly encouraged to appropriately recognize this officer.

### 4. Regional Readiness Commands (RRCs)/General Officer Commands (GOCOM) and The State Adjutant Generals (TAGs).

a. Establish a POC at your Headquarters.

b. Notify all units of this award program and request nomination packets be submitted to your Headquarters in

time to select one candidate (per ROA Department) and forward that packet to ROA National Headquarters, ATTN: Army Section, no later than 11 September, 2009. Again **all** nominations must have unit/command endorsements and be **postmarked NLT 11 September 2009.**

#### 5. COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND

a. Nominate no more than five qualifying warrant officer candidates from the IRR and IMA programs.

b. No more than one U.S. Army Human Resources Command nominee may be from any one State/ROA Department. In situations where the ROA Department has also selected a nominee, the Department may forward two packets - one representing the Department and the other representing U.S. Army Human Resources Command.

c. Forward the nominating packets to ROA National Headquarters, ATTN: Army Section, no later than 11 September 2009. Again **all** nominations must have U.S. Army Human Resources Command endorsements and be **postmarked NLT 11 September 2009.**

#### 6. DEPARTMENT PRESIDENT:

a. Take all appropriate actions to insure all in Department are aware of this competition.

b. Select the Department's Outstanding Warrant Officer from the nominating packets received. (If a nominating packet is received from Commander, U.S. Army Human Resources Command, the Department may also endorse this IMA/IRR candidate. This and the situation described in paragraph 3.d. and 3.e. above are the only circumstances where more than one nominee from a single department will be considered.)

c. Endorse the selection(s) and forward the original packet(s) to ROA National Headquarters ATTN: Army Section, no later than 23 October 2009.

d. Notify the selected nominee(s) and furnish a copy to the submitting command.

e. Return packets to the non-selected candidates. Furnish a copy of the cover letter to the submitting command.

f. The selected nominee is the department's Outstanding Warrant Officer of the Year. Arrange for appropriate recognition.

#### 7. SCHEDULE OF 2009 SUSPENSE DATES:

29 April 2009	ROA National Director, Army Affairs announces WO program.
2 June 2009	Commanders and TAG appoint their POC's and send announcement to their units. Department VP's send information through Department channels
17 July 2009	Units send nomination packets directly to commanders
11 September 2009	Commanders and TAG send their selected nomination packet(s) to ROA ATTN: Army Section**
**Within five working days of receipt of a nomination packet, Director of Army Affairs will log in each packet and send it to the appropriate Department President for consideration of Department nominee.	
18 September 2009-	Departments select Department nominee(s).
24 October 2009	

23 October 2009 Department Presidents shall send the nomination packet to ROA ATTN: Army Section.

Early December 2009 Selection of three finalists shall take place at the December ROA EXCOM meeting.

Mid December 2009 Notification to Departments, Commanders regarding nominees.

Mid-Winter  
(7-10 February 2010) 7 February 2010 - Final Selection Committee interviews

8 February 2010 Section Meetings – announcement of Novosel Award Recipient

### **8. 2011 ANNOUNCEMENT:**

The 2011 announcement for this award will be available at the ROA Mid-Winter Legislative Conference and be mailed to each addressee no later than 30 March 2010. This 2010 announcement is also available for download from the ROA homepage @ [www.roa.org](http://www.roa.org).

Enclosures

#### **DISTRIBUTION:**

Office, Chief of the Army Reserve  
Office, Chief of the Navy Reserve  
Office, Deputy Assistant Secretary of the Navy, Reserve Affairs  
Office, Commander of Marine Forces Reserve  
Office, Director-Reserve Affairs (HQ USMC)  
Cdr, Marine Mobilization Command  
Office, Director of Reserve, Training & Leadership (USCG)  
CG, USARC  
CDR, U.S. Army Human Resources Command  
CDR, HRC-STL, ATTN: DARP-PDE  
CDRs, RRCs, ARCOMs, MUSARCs, GOCOMs  
The State Adjutant Generals  
ROA Department Presidents  
ROA Department Army and Navy Vice Presidents  
ROA Department Junior Vice Presidents, Army  
ROA Department Secretaries

Applicant's Last Name: \_\_\_\_\_

**RESERVE OFFICERS ASSOCIATION'S  
OUTSTANDING  
WARRANT OFFICER AWARD PROGRAM**

1. Nominee's rank and full name: \_\_\_\_\_

2. Reserve Status (Unit, IMA, IRR, FTS) [Please circle one].

3. Unit of assignment/attachment: \_\_\_\_\_

4. Home Address: \_\_\_\_\_

\_\_\_\_\_

5. Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail address: \_\_\_\_\_

6. Height: \_\_\_\_\_ Inches Weight: \_\_\_\_\_ Pounds

7. DOB: \_\_\_\_\_

8. Attach ORB, 2-1, or other official documents depicting appointment, assignments, awards, education, promotions, and verification of service. **BLACK OUT SOCIAL SECURITY NUMBERS FROM ALL DOCUMENTS.**

Applicant's last name: \_\_\_\_\_

9. Civilian Occupations/Positions

Dates

10. Civilian Honors:

11. Community/Civic/Professional Activities:

Date(s)

12. Date originally joined ROA: \_\_\_\_\_

13. ROA positions held:

Titles

Level (Chapter/Department/National)

Dates

Signature of Applicant

Date

**Applicant's last name:** \_\_\_\_\_

OFFICIAL PHOTO  
NOMINATION PACKETS  
WITHOUT A PHOTO  
WILL NOT BE CONSIDERED

Center and attach the  
official photo