



01 July 2022

Subj: COAST GUARD HONORARY CHIEF WARRANT OFFICER DESIGNATION

1. PURPOSE.

This CWOA memo formalizes the process and establishes guidelines for designating individuals as an Honorary Chief Warrant Officer (CWO2, CWO3, CWO4).

2. ACTION.

CWOA Board of Directors, Chapter Presidents and Officers, and all Chief Warrant Officers shall ensure compliance with the provisions of this CWOA Memo.

3. DISCUSSION.

For years, Coast Guard Chief Petty Officers have recognized individuals who have demonstrated a significant commitment to the Chiefs and Chiefs Mess by bestowing upon them an "Honorary Chief" status. In addition, CWOA has bestowed an Honorary membership upon any person who is not eligible and who has never been eligible for membership. The nominee must have contributed directly to the betterment of the Association, its membership, or the Coast Guard warrant corps by his or her actions.

To ensure fairness and consistency throughout the Coast Guard, all official honorary designations will be processed through the CWOA Executive Director. The CWOA Executive Director will maintain a list of all designees. All designees will be initially recognized as a CWO2, additional rank may be bestowed upon the designees by continued support of the warrant officer Corp or by the individual making the nomination to indicate which rank the Honorary Chief Warrant Officer should be bestowed.

4. NOMINATION PROCESS.

Any Chief Warrant Officer may nominate an individual who demonstrates, by his/her actions, significant support for the Chiefs Warrant Officer Corp and/or the men and women of the Coast Guard.

To ensure consistency, the following process will be followed:

- a. Nominations will be submitted to a local CWOA Chapter President or the CWOA Executive Director via email, if nomination is received by the Executive Director, he will send the nomination to the local chapter where the individual resides, and must include the following:

- i. Supporting documentation containing specific examples of the nominee's accomplishments in bullet format, maximum two pages. These specific examples shall highlight those contributions that were in addition to their normal expected duties. These specific contributions should show how the nominee significantly enhanced the Chief Warrant Officer Corps and/or the lives of the men and women of the Coast Guard and their families. Enclosure 1 contains examples of the types of contributions that may be considered but is not all inclusive.
 - ii. A completed "Request for Honorary Chief Warrant Officer Certificate", enclosure.
- b. Upon receipt of a nomination, the Chapter President will convene a Nominating Committee to consider the nomination of the prospective Honorary Chief Warrant Officer. Feedback shall be gathered from those throughout the area of responsibility.

If the committee does not approve the nomination, no further action is required.

If the committee approves the nomination, the Chapter President will forward the list of committee members and their recommendation, in memo format, to the CWOA Executive Director, who will present the nomination to the CWOA Board of Directors, who will review, recommend approval or disapproval, and submit.

The nomination shall be submitted no later than four weeks in advance of a desired presentation date.

Presentation date and "advancement" date should be the same.

- c. CWOA Board of Directors will provide all documentation to the CWOA Executive Director if they approve of the awarding of Honorary Chief Warrant Officer.
 - d. If approved, an Honorary Chief Warrant Officer designation certificate will be forwarded to the CWOA Chapter for presentation. In some cases, the CWOA National President will make himself available to make the presentation.

5. CEREMONY.

Designating an individual as an Honorary Chief Warrant Officer is a significant distinction. An appropriate ceremony should be held in the presence of all Chief Warrant Officers to present the Honorary Chief Warrant Officer Certificate, pin the Honorary Chief Warrant Officer rank insignia, and recognize the outstanding accomplishments and support the designee has provided. CWO Bars shall be provided by the requesting CWOA Chapter.

6. HONORARY CHIEF WARRANT OFFICER DUTIES, RESPONSIBILITIES & PRIVILEGES.

It is the duty of an Honorary Chief Warrant Officer to continue to support the Chiefs Warrant Officers. Honorary Chief Warrant Officers are encouraged to participate in community service/civic functions performed by the CWOA Chapter. Honorary Chief Warrant Officers may be granted social privileges of the CWOA Chapter.

7. NOMINATION FOR ADDITIONAL AWARD OF HONORARY CHIEF WARRANT OFFICER

If an individual continues to excel in support of the Chief Warrant Officer Corp, a Chapter or CWO may submit an additional nomination package to increase the rank of the Honorary Chief Warrant Officer. To re-nominate an individual for CWO3 and CWO4, the same process above will be followed. If you feel the individual deserves to be designated as a CWO3 or CWO4 in their initial package, you will need to indicate the rank you wish them to be bestowed, and that will be considered by the Board of Directors.

Michael Joseph Little
Executive Director
Chief Warrant & Warrant Officers Association, US Coast Guard