

CHIEF WARRANT AND WARRANT OFFICERS ASSOCIATION UNITED STATES COAST GUARD

AWARDS MANUAL



2018

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PURPOSE

The purpose of the CWOA Awards Manual is to provide all the information for authorized awards of the Association. This manual contains the history, authority to issues such awards, the cost analysis, the criteria for getting the award, what is provided for each award, procedures for starting a CWOA Award program and past/discontinued awards.

PROPOSING AWARDS

Any member in good standing can propose an award. Such proposals should be addressed to the Association President in the format provided below. It is important to describe the goal of issuing such an award and what is to be achieved by presenting the awardee. Further, to ensure long term endurance of the program any connection to a funding source is important to maintain funding throughout the award life. A properly submitted award proposal will eliminate the need for a committee to develop the program and allow the Association President to present the proposal directly to the CWOA PFC for a financial review, then to the CWOA Executive Committee for funding approval and finally to the CWOA Membership for approval.

AWARDS COMMITTEE

Periodically (at least every five years) the CWOA BOD should appoint an Awards Committee to review all awards issued by the Association and to update this manual. The committee charter should include a review of the effectiveness of the award in reaching the goal for which it was established, the evaluation of the cost to the association and what future financial needs are required to continue such awards. Further, the committee should provide recommendations concerning the current awards or details concerning possible new awards. Since any award would cost to implement such a program, any recommendations should be presented to the Executive Committee for approval of funding, then presented to the membership for approval of the program.

SUBMITTING A NEW AWARD FOR APPROVAL

Submitting a proposal for the Chief Warrant and Warrant Officers Association (CWOA) to present an award requires the following steps to ensure that such can be funded and will protect the CWOA brand:

1. All such award proposals should be submitted in writing to the CWOA President, using the sample format as indicated below
2. All proposals must have a cost analysis attached that will provide the start-up cost and estimate future cost of the award program to the Association.
3. Such proposals shall detail the purpose of the award and the goal to achieve by issuing such awards.
4. What is to be given to the awardee should be described in detail and if possible, diagrams provided.
5. Funding sources should be identified to ensure the award continues into the future and Association brand is protected.

The Association President will present the award proposal first to the PFC to review the cost to the organization, then to the Executive Committee to approve the funding for such an award, and finally to the Membership to vote on acceptance or disapproval of the award.

CWOA <AWARD TITLE>

Authority

< Detail the motion and/or bylaws article/section that gave authority for this award at the Association > <Provide effective date of the Award><For a proposed award, provide the motion that should be presented to the Executive Committee for approval and the motion that should be presented to the General Membership for approval.>[i.e. Executive Committee Motion – Move that the Executive Committee approve the funding of the CWOA <Award Title>. General Membership Motion – Move that the CWOA <Award Title> be approved with an effective date of < dd mmm yyyy>.]

Goal of program

<Detail what is expected by offering such an award. Such as promoting Leadership, recognizing individuals that go beyond expectations or promoting the Association.>

What is presented

< Detail what is presented to the individual that it is determined should win this award>

Financial Cost

< Detail the cost for all aspects of this award and how this award is to be financed. If it is to be connected to a fundraiser, specific merchandise or rely only on donations. Those dependent on donations should indicate the dollar amount that must be reached to activate the award and the percentage of investment returns necessary to present the award.>

Criteria for Award

< Detail what the conditions are that must be met to be eligible for the award, and how the awardee is selected. >

Presentation of the Award

< Detail how the award is presented to the recipient, what kind of ceremony, who can present the award to the recipient and any specific phrases for the presentation. >

CWOA GRADUATING CADET OF THE CG ACADEMY AWARD

Authority

The Association first considered the award on 14 Sep 1956 during the National Council meeting, but it was tabled at the time. The concept of a yearly award to graduating cadet of the CG Academy was discussed at the 15 Mar 1957 National Council meeting, of concern was the embarrassment that could occur to the Association should the organization be unable to follow through on such a program once commenced.

The first authorization of the award was by a motion presented during the 15 Jun 1962 National Council meeting that a "Regulation Sword" "Properly Engraved" be presented to a Coast Guard Cadet graduating from the Academy, appropriate to that graduation.

Beginning with the Class of 1995, the Association changed to sponsor the Mechanical Engineering Graduation award for outstanding contribution to the mechanical engineering major. The changes were done to be more in keeping with the Association interests in professionalism.

Goal of program

To recognize excellent in professionalism to a Coast Guard Academy Cadet.

What is presented

During the 7 Dec 1973, National Council meeting the award changed to be an engraved wrist watch with a value of \$150.00 to \$200.00.

Financial Cost

Cost of the watch is approximately \$350, purchase and engraving arranged by the Academy.

Criteria for Award

Starting with the class of 1995, the outstanding cadet that contributes to the mechanical engineering major.

Presentation of the Award

The President of the Association will be invited to the Academy to attend the awards ceremony and graduation. Additionally, the invitation normally includes a reception, parade and lunch. This is usually a 2-day affair. Service Dress Whites is usually the prescribed uniform, but the Academy will advise on uniforms.

CWOA HONORARY MEMBER CERTIFICATES

Authority

CWOA Bylaws Article II Section 2.d. states Honorary membership may be bestowed upon any person who is eligible and who has never been eligible for membership under any other sections of this Article.

Goal of program

To recognize those individuals that are not eligible for membership in the CWOA but contribute to the goals and purpose of the Association.

What is presented

Honorary membership certificate.

Financial Cost

Cost of Honorary members certificate and issues of the CWO News.

Criteria for Award

To be eligible for honorary 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.

Presentation of the Award

Recognized by the presentation of an appropriate certificate, and their name shall be added to the Association's Newsletter mailing list if the member so desires.

CWOA COAST GUARD OFFICER CANDIDATE SCHOOL (OCS) GRADUATE AWARD

Authority

The award was started on 8 Apr 1960 by a motion at the National Council meeting, that the most popular cadet within the graduating class as selected by the Cadet Corps.

Goal of program

What is presented

At the 14 Jan 1977 National Council meeting an engraved sword was set to be presented to the awardee. The presented award was changed at the 23 Aug 1977 National Council meeting to a sword plaque, suitable engraved, made of walnut with a USCG Officer Gold Eagle and Silver Anchor.

Financial Cost

Plaques are purchased from the Coast Guard Exchange at the USCG Academy at cost of approximately \$75. Engraving is done by the Leadership Development Center at no charge to the Association.

Criteria for Award

Chief Warrant Officer or Officer Candidate receiving a temporary service commission who has attained the highest academic average.

Presentation of the Award

CWOA DISTINGUISHED MEMBER CERTIFICATES

Authority

Distinguished member was established at the 11 Jan 1963 National Council Meeting, the first to achieve this designation was LCDR William Skeen (Ret.). Authority is now in the CWOA Bylaws Article II Section 2.b.

Goal of program

To recognize those CWOA Members who through untiring efforts and devotion to the precepts stated in the Preamble to the Constitution of the Association contribute significantly to the goals of the CWOA.

What is presented

1. Enjoy the rights, privileges and benefits of Regular members
2. When present at the Annual Meeting are entitled to vote on all matters appearing before the Executive Committee.
3. Enjoy lifetime dues free membership.
4. Framed Certificate Plaque
5. Engraved name tag.
6. Letter from the Association President

Financial Cost

1. Maximum Life Membership Fee as per standing rules
2. Cost of Certificate Plaque
3. Cost of engraving name tag
4. 75% of dues that would be paid in death gratuity benefits up to \$500.00

Criteria for Award

As per the CWOA Bylaws Article II Section 2.b.

Presentation of the Award

Notification is made during the meeting and at the installation dinner. Certificate Plaque, engraved name tag, and letter from CWOA President are sent to the individual.

CWOA RETIREMENT SCROLLS

Authority

Goal of program
What is presented

Financial Cost

Criteria for Award

Presentation of the Award

CWOA CERTIFICATE OF ACHIEVEMENT

Authority

By motion on 9 Oct 1970 at the National Council meeting. Under CWOA Bylaws Article XI, Section 1 a Certificate of Achievement may be awarded by the Association President. The Certificate of Achievement may also be awarded by a Chapter President if five or more members of the chapter are present for a vote and a majority approve the award

Goal of program

What is presented

Certificate of Achievement scroll signed by the Association President. If the Certificate of Achievement is awarded by a chapter both the Association President and Chapter President will sign the certificate. Certificate was designed by LT Gilbert and accepted by motion on 12 Mar 1971.

Financial Cost

Cost of Achievement Certificate scroll.

Criteria for Award

Meritorious service to the Association, members who have made significant contributions to the Association or local chapters. Achievement which is special, but does not meet the criteria for Distinguished Membership.

Presentation of the Award

CWOA President may award the certificate. The president of a local chapter can award this certificate if five or more members of the chapter are present and it is voted on with the majority ruling.

CWOA THE SUPERIOR ACHIEVEMENT IN MEMBERSHIP IMPROVEMENT (SAMI) AWARD

Authority

The SAMI award was established by motion at the 24 Apr 1992 National Council meeting. The award in its original form was voted to be discontinued at the 20 Apr 2006 General Membership meeting.

Goal of program

What is presented

Financial Cost

Criteria for Award

The club that sponsors the newest Association members for the period 1 April through 31 March each year.

Presentation of the Award

The award is presented at the annual meeting.

CWOA MEMBERSHIP CERTIFICATES AWARD

Authority

Motion made at the 22 Aug 1994 meeting to provide Silver Certificates for 25 years of membership.

Goal of program

To recognize those members that have continuous membership for 25 years with the Association. Thus, encouraging membership longevity.

What is presented

A 25-year Silver certificate

Financial Cost

Program never funded until 12 Apr 2007 when \$4,000 was set aside and a motion passed to implement the award.

Criteria for Award

Twenty-five years of continuous membership with the Association

Presentation of the Award

**CWOA CWO4 (PERS) ROBERT L LEWIS, USCG, RETIRED, EXCEPTIONAL
COMMITMENT AWARD**

Authority

Established in 2001 by the Association Board of Directors, placed in the CWOA Operating Manual.

Goal of program

The objective is to encourage Association Distinguished Members to continue contributing to the association after achieving DM designation. Thus, those DM's who continue to provide the same untiring efforts and devotion to the values of the CWOA are recognized by this award.

What is presented

1. A plaque
2. Name of awardee is added to plaque in the Association Office

Financial Cost

Criteria for Award

Distinguished Member of the Association, who has continued to contributed to the well-being of the association to the extent that a Certificate of Appreciation or Certificate of Achievement is insufficient to recognize the effort put forth by the Distinguished Member.

Presentation of the Award

**CWOA CWOPD (CHIEF WARRANT OFFICER PROFESSIONAL DEVELOPMENT)
COURSE AWARD**

Authority

In CWOA Operating Manual

Goal of program

What is presented

A Gift Set of CWO2 insignia

Financial Cost

Gift sets are purchased from Vanguard East, the cost is approximately \$55 each, plus shipping.

Criteria for Award

Graduate of the CWOPD who the students believe best exemplifies the CWO.

Presentation of the Award

CWOA CERTIFICATE OF APPRECIATION

Authority

In CWOA Operating Manual.

Goal of program

What is presented

Certificate signed by Association President. If requested, certificates awarded by a Chapter President may be signed by that Chapter President.

Financial Cost

Criteria for Award

Presentation of the Award

May be awarded by the Association President or any Chapter President

PASS/DISCONTINUED AWARDS LIST

<Award Title>

< Date motion presented to deactivate or suspend award >

<Award details will be kept on record for ten years along with list of recipients at CWOA Office either electronically or by hardcopy.

CWOA MEMBERSHIP LAPEL PIN AWARD

CWOA 2017-2018 Recommend discontinue on 26 April 2018

CWOA CLUB OF THE YEAR AWARD

CWOA 2017-2018 Recommend discontinue on 26 April 2018

CWOA RETIREMENT PAPERWEIGHT

CWOA 2017-2018 Recommend discontinue on 26 April 2018

CWOA MISS COAST GUARD OF THE GRAND HAVEN COAST GUARD FESTIVAL AWARD

CWOA 2017-2018 Recommend discontinue on 26 April 2018

CWOA CWO INDOCTRINATION SCHOOL AWARD

CWOA 2017-2018 Recommend discontinue on 26 April 2018

CWOA COMDT OUTSTANDING SUPPORT AWARD

CWOA 2017-2018 Recommend discontinue on 26 April 2018

CWOA CHIEF PETTY OFFICER ACADEMY CLASS AWARD

The 17 Apr 1998 General Membership meeting tasked the BOD to develop criteria and appropriate language for an award to present to the deserving members at each Chief Petty Officer Academy Class in the spirit of professionalism and esprit de corps.

CWOA 2017-2018 Recommend not to pursue this award on 26 April 2018.