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

The Reserve Officers Association is pleased to announce the 2012 competition for the Reserve Officers Association's (ROA) CW4 Michael J. Novosel Outstanding Warrant Officer of the Year awarded annually to a Warrant Officer in recognition of excellence in achievement and service to our nation and national security. Three (3) finalists will be selected by the EXCOM Initial Selection Committee in December and requested to attend the ROA National Convention in Washington, DC, 28 January – 1 February 2012, where they will be interviewed by the Final Selection Committee and the final selection and presentation of the award will be made during the ROA National Convention. 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.

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. **SELECTION CRITERIA:**

a. Mandatory - Nominees must:

(1) Be a warrant officer in grade WO1, CW2, or CW3 at the time of the ROA National Convention.

(2) Be a member in good standing of ROA at the time of nomination and/or the ROA National Convention.

(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 the nomination.

b. Nominees shall be judged on the following:

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

(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. Units or Departments can nominate.

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

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

d. Expenses for a finalists to attend the ROA National Convention for the Final Selection interview will be borne by the individual, their unit, or department. Nominating commands and departments are strongly encouraged to sponsor their finalist candidates at the ROA National Convention..

e. Any of the final three candidates who cannot attend the interview meeting during the National Convention 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 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.

f. This Warrant Officer competition is based on a 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 354th Civil Affairs Brigade 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 354th Commander, may submit two nominations. One to Virginia and one for 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. This and the situation described in paragraph 3d are the only circumstances where more than one nominee from a single department will be considered.

(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 2012.

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

4. RECOMMENDED NEXT STEPS FOR COMMANDERS AND 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: Awards Coordinator, no later than **1 October 2011.**

5. RECOMMENDED NEXT STEPS FORCOMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND

a. Nominate no more than five total 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 **1 October 2011**. Again **all** nominations must have U.S. Army Human Resources Command endorsements and be **postmarked NLT 1October 2011.**

Once packets are received at ROA National Headquarters they will be processed and forwarded to the appropriate ROA Department for endorsement.

6. RECOMMENDED NEXT STEPS FOR DEPARTMENT PRESIDENTS:

a. Take actions to insure appropriate members in Department are aware of this award process.

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: Awards Coordinator, no later than **1 November 2011**.

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

e. Return packets to the non-selected candidates. **ROA HQ WILL DO THIS.**

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

7. SCHEDULE OF 2011 SUSPENSE DATES:

20 May 2011 ROA National President, announces CW4 Novosel program.

20 June 2011 Commanders and TAG send announcement of the award to their units. Commands send nomination packets directly to subordinate Commanders. Department VP's send information through Department channels and others as appropriate.

1 October 2011 Commanders and TAG send their selected nomination packet(s) to ROA ATTN: Awards Coordinator.**

(**Awards Coordinator, ROA, will log in each nomination packet and notify the nominees that the packet has been received. Awards Coordinator, ROA will than consolidate nomination packets for each department and forward the packets to the appropriate Department Vice President Army and Department President.)

28 October 2011 Department Presidents shall send the nomination packet to ROA ATTN: Awards Coordinator.

1 December 2011 Selection of three finalists shall take place at the December ROA EXCOM meeting.

15 December 2011 Notification to Departments, Commanders regarding nominees.

ROA National Convention - 29 January 2012 - Final Selection Committee interviews

28 January -1 February 2012
31 January 2012 – Joint Service Awards – announcement of Novosel Award Recipient

8. 2012 ANNOUNCEMENT:

This 2012 announcement is also available for download from the ROA homepage @ www.roa.org.

Enclosures

DISTRIBUTION:
Office of the Chief of the Army Reserve
Office of the Chief of the Navy Reserve
Office of the Deputy Assistant Secretary of the Navy, Reserve Affairs
Office of the Commander of Marine Forces Reserve
Office of the Director-Reserve Affairs (HQ USMC)
Cdr, Marine Mobilization Command
Office of the Director of Reserve, Training & Leadership (USCG)
CG, USARC
CG, HRC-STL
CGs, CDRs, RRCs, RSGs
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: _____

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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