



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

National Headquarters
P.O.Box 5656
Astoria, NY 11105-5356
Telephone: (703) 549 – 3622

TO: Commanders & Officers of the Day – ALL Echelons

FROM: George M. Crawford
National Officer of the Day
11330 Woodtown Road
Galena, OH 43021
george43021@yahoo.com

SUBJECT: **2017-18 OFFICER OF THE DAY PROGRAM**

Each **Officer of the Day** is entrusted with the behavior and decorum of his respective echelon. A Catholic War Veteran Post, Chapter and/or Department without an able and informed Officer of the Day is not only a discredit to the Commander, but to the overall organization. He or she should always perform his or her duties in a military manner.

RITUAL BOOK

The RITUAL BOOK gives the Officer of the Day the tools he or she needs to perform his or her duties. Officers of the Day, at all Echelons, should always have a Ritual Book in their possession at all times during CATHOLIC WAR VETERANS functions. A Revised Edition of the Catholic War Veterans Ritual may be ordered from National Headquarters. It is available in a Pocket Size Edition or a Podium Edition. It covers:

- *Ceremony for Opening and Closing Meetings*
- *Installation of Officers*
- *Conduct at Mass*
- *Proper wearing of CWV Uniforms and Caps*
- *Induction of New Members*
- *Funeral Services*

CEREMONY FOR OPENING & CLOSING MEETINGS

Opening and closing ceremonies at regular scheduled meetings of all echelons must be conducted according to the Ritual. Too often, it has been the custom of many Posts to dispense with these ceremonies until finally no ceremony is held and the results reflect in the falling off of attendance and lack of interest in the CWV affairs.

MEETINGS

The Officer of the Day is responsible for setting up the meeting room. He or she should see that a small table is on hand to be used as the Altar and placed two feet in front of the Commander's station. The space between the Commander's station and Altar represents "**NO MAN'S LAND**" in memory of those who died in combat.

2017-18 National Officer of the Day Program, page 2

No one is to walk on the right side of the Commander's station, only to the left (which is the members right side). When leaving, entering or being called up to the podium, one should always give proper respect to the Altar area and do not "break Colors" when approaching the podium.

The Officer of the Day is responsible for conduct during the meeting, especially assuring that only no alcohol or food is consumed, and that everyone is seated during the meeting. In addition, the Officer of the Day must remember that only one (1) person is entitled to the floor upon being recognized by the Chair.

INDUCTION & INSTALLATION TEAMS

The Induction Ceremony for New Members and the Installation of Officers must be carried out with decorum as detailed in the Ritual Book. Induction of New Members may be carried out as needed - monthly, quarterly, semi-annually or annually. Installation of Post Officers must be completed prior to December 31st annually.

COLOR GUARD DETAIL

Each Post, Chapter and Department should have a trained Color Guard. A detail consisting of two (2) Color Bearers and two (2) Riflemen or two (2) Guards under the command of the Officer of the Day for parades, funeral services, church ceremonies and cemetery Memorial Programs. Members of this detail should hold **regular practice** sessions under the guidance of the Officer of the Day in order to maintain dignity and solemnity in representing the CATHOLIC WAR VETERANS.

SECURING RIFLES & AMMUNITION

Posts interested in securing ceremonial rifles and ammunition should send requests to National Headquarters.

BLAZER & CWV CAP

The proper dress for CWV blazer and cap are spelled out in the National Uniform Regulation adopted in 2010. A short summation follows:

- The Blazer is to be worn with white shirt, black trousers, black tie, black socks and black shoes. A gold tie may be worn to social events only.

The proper articles to be worn on the CWV cap are as follows:

- The right side shall contain Post name, Post number and office held, CWV echelon bars, and branch of military service insignia.
- The left side of the cap shall contain the CWV Celtic Cross emblem patch, State and City name (city optional), five-year continuous membership stars and Life Membership patch and American Flag (pin style no larger than 1" in size).

These are the ONLY authorized items to wear on a CWV garrison cap. No other articles shall be worn on the CWV garrison cap. Your CWV Ritual book will show you the proper placement of these articles. It is the responsibility of each Officer of the Day to see that members are properly dressed. I know that each and everyone of you have a great respect for the uniform of this organization, so let's all wear it proudly. Many members do not have complete CWV uniforms, but all members should be encouraged by Officers of the Day to have and wear at least the CWV garrison cap on all occasions.

REPORTS

Officers of the Day at each echelon are responsible for submitting two semi-annual reports. A copy of these Reports should be sent **directly to EVERY higher echelon Officer of the Day** (one copy to Chapter, one to Department and one to National) for each Reporting Period. Reports can be sent as an e-mail attachment. Please time your reports to arrive at each higher Echelon as follows:

ATTN: Chapter & Dept Officers of the Day – forward a copy of ALL reports received from subordinate Echelons, along with your OWN report to higher Echelons.

- Post Report to Chapter by January 1 and June 1
- Post, Chapter Reports to Department by January 10 and June 10
- Post, Chapter and Department Reports to National by January 15 and June 15

Officers of the Day: All reports should be submitted on the National Officer of the Day Report Form attached to this program. Feel free to add additional sheets, pictures, etc. that detail your Program.

IMPORTANT NOTE: Time your mailing / emailing of reports so they arrive at the National Officer of the Day by the deadline dates listed above. The National Officer of the Day's address is:

George M. Crawford
National Officer of the Day
11330 Woodtown Road
Galena, OH 43021
george43021@yahoo.com

Department and Chapter Officers of the Day should also forward a copy of the Annual Officer of the Day Report rendered to Delegates at their particular Convention, immediately thereafter, to the National Officer of the Day.

AWARDS

Outstanding Department	1st place – Plaque	2nd, 3rd place – Citation
Outstanding Chapter	1st place – Plaque	2nd, 3rd place – Citation
Outstanding Post	1st place – Plaque	2nd, 3rd place – Citation

Reports must be received by the AWARDS CUT-OFF DATE of JUNE 15, 2018