



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

National Headquarters

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TO: Commanders & Officers of the Day – ALL Echelons
FROM: Russell Bilodeau – National Officer of the Day
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SUBJECT: **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 the overall organization. S/he should always perform his duties in a military manner.

RITUAL BOOK

The RITUAL BOOK gives the Officer of the Day the tools s/he needs to perform his/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 RITUAL may be ordered from National Headquarters. 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*
- *Review or Rally Maneuvers*
- *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. S/he 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 CDR's station, the Echelon & National Colors and Altar represents "**NO MAN'S LAND**" in memory of those who died in combat.

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.

The Officer of the Day is responsible for conduct during the meeting, especially assuring that no beverage or food is Consumed, and that everyone is seated during the meeting. In addition, the Officer of the Day must remember that only one 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 Echelon Officers must be carried out with decorum as detailed in the Ritual Book. Induction of New Members may be carried out 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 and only articles to be worn on the CWV garrison 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).

No other articles shall be worn on the CWV 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 cap on all occasions.

* * * REPORTS * * *

Officers of the Day are responsible for the submission of two (2) Semi-annual Reports. All reports should be submitted on the National Officer of the Day's Report Form attached to this Program.

REPORT NO. 1 - Due January 15; Covers the period June 2 to December 31.

REPORT NO. 2 - Due June 15; Covers the period January 1 to June 1.

Officers of the Day should send a copy of their report **directly to ALL higher Echelon Officers of the Day** (Chapter, Department and National) for each Reporting Period. Reports can be sent either by US Mail or as an attachment to an email.

Please time your reports to arrive at each higher Echelon 1st Vice Commander as follows:

First Report (covers June 16 - Dec 31)

- Post 1st Vice CDR Report to Chapter 1st Vice CDRs by January 1st
- Post and Chapter 1st Vice CDR Reports to Department 1st Vice CDR by January 10th
- Post, Chapter, and Department 1st Vice CDR Reports to the National 1st Vice CDR no later than Jan 15th

Second Report (covers January 1 - June 15)

- Post 1st Vice CDR Report to Chapter 1st Vice CDRs by June 1st
- Post and Chapter 1st Vice CDR Reports to Department 1st Vice CDR by June 10th
- Post, Chapter, and Department 1st Vice CDR Reports to the National 1st Vice CDR no later than June 15th

Russell Bilodeau
National Officer of the Day
5 N. Stark Highway, Weare, NH 03281

State Department and Chapter Officers of the Day should also forward a copy of their Annual report rendered to delegates of their particular conventions, immediately thereafter, to the National Officer of the Day (address above). Both Reports, No.1 and No.2, must be filed with the National Officer of the Day in order to receive consideration for the National Awards to be presented at the National Convention.

***** AWARDS *****

Outstanding Department	1st – Plaque/Cash	2nd - Citation	3rd - Citation
Outstanding Chapter	1st – Plaque/Cash	2nd - Citation	3rd - Citation
Outstanding Post	1st – Plaque/Cash	2nd - Citation	3rd - Citation

AWARDS CUT-OFF DATE – JUNE 15th.