

# OPERATIONS MANUAL



**UNITED STATES COAST GUARD  
CHIEF PETTY OFFICERS ASSOCIATION**

(Rev: 24 September 2005)

# Record of Changes

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3	26 Aug 2004	26 Aug 2004	C.H. Womack
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6	01 May 2007		<b>By-laws Ad-Hoc Committee 2007</b>

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# OPERATIONS MANUAL

## SECTION I

### *Purpose*

1. The purpose of this manual is to provide the operating guidelines for our Association.

## SECTION II

### *Election Procedures*

1. Chapters shall hold regular election for Chapter Officers. It is recommended that their election of officers coincide with the national election of officers.

## SECTION III

### *Meetings*

1. Chapters shall hold regularly scheduled meetings at least quarterly or as the needs of the Chapter dictate.

## SECTION IV

### *Executive Director*

1. The Executive Director (ED) of our Association, the only salaried position we have, is entitled to benefits as follows.
  - a. Annual leave is authorized and may be accumulated from year to year but shall not exceed 60 working days at the end of an employment anniversary date. Leave in excess of 60 days will be forfeited. Maximum payment for leave, upon termination of employment, is restricted to a total of 60 working days. Annual leave is authorized as follows:
    - 1 to 3 years of employment.....10 working days
    - 4 to 6 years of employment.....15 working days
    - 7 or more years.....20 working days

- b. The ED shall earn sick leave at the rate of 8 hours per month of employment. Sick leave can be accumulated during employment period. Sick leave for minor illnesses shall be deducted from accumulated totals. Sick leave for major illnesses or recuperation periods will be consistent with a doctor's recommendation and shall be approved by the Association President. These periods will be deducted from accumulated sick leave totals. Maximum payment for sick leave, upon termination of employment, shall not exceed 208 hours.
- c. All holidays listed in CG Regulations and other government office closures declared by the Federal Government for the Washington, DC area shall be considered paid holidays. These are in addition to annual earned leave. If the holiday falls on Saturday, the proceeding Friday shall be considered the holiday. If the holiday falls on Sunday, the following Monday shall be considered the holiday.
- d. Authorized one cost of living adjustment (COLA) each year. The cost of living adjustment shall be computed using the Government CPI for the period 1 July through 30 June of each year. The COLA increase will be in addition to any other monetary pay increase authorized by the BOD.
- e. If entitled to CHAMPUS, TRICARE or MEDICARE, then the Association will pay all premiums associated with any supplemental insurance policies (full family coverage for inpatient/outpatient care), prime costs, etc and all costs associated with participation in the Delta Dental program and/or any dental program sponsored by the Association. The Association shall pay for one yearly eye examination for the employee and family members. Cost of glasses will be borne by the employee.
- f. The Association will provide a retirement plan (IRA, 401, etc.) to the ED. The retirement program selected should be agreeable to both parties.

## **SECTION V**

### *National Funds*

- 1. The following funds exist solely as donations from the membership and are only to be used as specified. These donations are above and beyond the dues of the members. These funds cannot be used to offset the annual association budget or for any other purpose other than those listed in the following paragraphs.
  - a. Memorial Fund - Established to provide assistance to members of USCG families in the event of a natural disaster. Requests for assistance will be in writing to any National Officer, if time permits, otherwise a phone call to any National Officer via the Executive Director with a follow-up letter to the National Officers will suffice.
    - (1) National Officers during a regularly scheduled or emergency meeting will determine if assistance is needed and if requests will be approved.

- (2) National Officers may distribute funds up to \$2,000. Amounts over \$2,000 must be submitted to the Executive Committee for approval.
- b. Equipment Fund - Established to provide funds for purchasing office equipment in an emergency situation and where funds were not allocated in the annual Association budget. The National Officers and BOD shall be notified when expenditures are made from this account.
- c. CCCAF Funds - The Captain Caliendo College Assistance Fund (CCCAF) program was proposed at the National Conference of the CPOA in Oct 1971 and adopted at the National Conference of 15 Feb 1973. It was established to provide college scholarships to dependents of Association members.
  - (1) Chapter and Branches are encouraged to hold one fund raising event before 1 June of each year to generate funds for the CCCAF. Chapters or Branches choosing not to hold a fund raising event are encouraged to make a donation to the CCCAF.
  - (2) All funds raised shall be forwarded to the National Office designated for CCCAF.
  - (3) These funds are obtained from voluntary contributions of members, Chapters, Branches, Auxiliary Units and other interested parties. Funds received shall be placed in interest bearing accounts covered by FDIC, FSLIC or SIPC, or other sufficiently insured account, whichever are most advantageous to the funds.
  - (4) These funds are incorporated into the General Fund with a line item established to pay the awards and keep the program going. The balance of this line item shall only be utilized for the CCCAF program.

## 2. Dues

- a. The BOD has set the annual membership dues at \$24.00
- b. A Silver Lifetime Membership shall be \$450.00 up to age 35, \$400.00 ages 36-50 and \$350.00 ages 51 and over. This may be in a one-time payment or monthly installments not to exceed 12 months. These rates are effective 1 March 2006.
- c. Any member resigning from the Association shall not be entitled to a refund of dues.

## 3. Travel and Per Diem Payments

- a. Per Diem will be paid at the current federal per diem rates for the locality in which the travel is being performed. Mileage rates paid will be current federal government Privately Owned Vehicle Reimbursement Rates.

## SECTION VI

### *Awards*

1. **Certificate of Appreciation** - A Certificate of Appreciation may be awarded for any outstanding service rendered. The certificate shall be presented during an official function or assembly, designated by the National or Chapter President.
  
2. **President's Outstanding Chapter Award**
  - a. Purpose - To recognize a Chapter or Chapters that exemplifies the highest dedication, devotion, and tradition in meeting the aims and goals of the Association.
  
  - b. Categories - Award in three categories: (1) Small 15 to 100, (2) Medium 101 to 200, and (3) Large 201 and above.
  
  - c. Point System - Award to be based on the following:
    - (1) *Articles to The Chief*.....2 pts per issue
    - (2) *Newsletter* (4 issues) .....10 pts
    - (3) *Community Involvement*
      - (a) Coast Guard Involvement.....2 pts per event
      - (b) Municipal Involvement .....1 pt per event
      - (c) Financial Donation .....1 pt per donation (5 pt max)
    - (4) *Active Auxiliary Unit*.....2 pts
    - (5) *Active CGEA Branch*.....5 pts
    - (6) *Convention Attendance*
      - (a) Chapter Delegate .....1 pt per session
    - (7) *CPOA Donations*
      - (a) CCCAF .....1 pt
      - (b) Building Fund.....1 pt
      - (c) Memorial Fund .....1 pt
    - (8) *Dedicated Fund Raiser to #7* .....2 pts per event (10 pt max)
    - (9) *Website updated quarterly* .....10 pts
    - (10) *New Silver Life Time Members* .....1 pt max
  
  - d. Award Criteria

- (1) Community Involvement - That only projects that are truly coordinated Chapter efforts that realize a significant impact on the Coast Guard Activity, Community, or Individual you are assisting may be submitted. All projects must be fully documented with letters, news articles, photos, etc and include an impact statement of the Who, What, When, Where, Why, and How. Improper documentation may cause a project not to be allowed.
  - (2) CPOAA Units and CGEA Branches must be active. Documentation of a minimum of quarterly meetings or other activity is required.
  - (3) Financial Donations made to the same organization will only be counted one time. Documentation Required.
  - (4) Convention Attendance - Must be Primary or Alternate from the Chapter you are representing. No credit will be given for a Proxy member.
  - (5) Fundraisers must be fully documented (letters, articles, photos, reports, etc.)
- e. Selection Process:
- (1) National Officers to select 1 winner from each category.
  - (2) Winning packages to be presented to the Board of Directors to vote by secret ballot on the Outstanding Chapter. Vote should be based on the Chapter that best meets the aims and goals of the Association. Votes will be sent to the National Officers for tally and final determination.
    - (a) Package to B O D on Monday of Convention Week.
    - (b) Vote Wednesday of Convention Week
    - (c) Presentation during Grand Military Ball
- f. Awards
- (1) Cup for Outstanding Chapter
  - (2) Plaques for Runners Up
  - (3) Certificates for Participating Chapters
- g. Packages Due - Packages due in National Office 20 July.
3. **Membership Recruiting Award** - Recruiting Awards will be given for each of the following categories and winners will be recognized during the opening ceremonies of the National Convention. Chapters must be two years old to be considered for Chapter awards. A new member shall be defined as having never been a CPOA/CGEA member or not currently paying dues and having been off the roles for more than one year.
- a. The Chapter having the largest increase of new members for the convention year.
  - b. The Chapter having the largest percentage increase of new members for the convention year.

- c. The member who recruited the largest number of new members for the convention year.
4. **Spirit of the Chief Award** - This award is presented to the student in each CPO Academy Class who most exemplifies "The Chief". Students in each class select the person to receive this honor. The award is presented by the National President or designated representative. The total amount of award funding shall not exceed the budgeted amount set by the BOD.
5. The Association may make recognition in the forms of trophies, plaques, certificates and Honorary Memberships.
6. Gold Lifetime Membership - Any E-7, E-8 or E-9 (Regular Member) who has rendered distinguished and tangible service in an exemplary and outstanding manner as to promote and advance the welfare of fellow members, their dependents or their Community/Country may be awarded a Gold Lifetime Membership. Gold Lifetime Members shall not be assessed dues. Complete guidelines contained in Attachment 3.

## SECTION VII

### *The Chief Magazine*

1. "The Chief" Magazine is the quarterly published magazine for the CPOA designed to disseminate important National and Chapter level information, accomplishments and provides a basis for fundraising advertisements.
  - a. The magazine will be published to arrive in member's homes on approximately the 15<sup>th</sup> day within the months of February, May, August and November.
  - b. The Magazine deadlines for publishing will be set as follows and unless otherwise coordinated with the Executive Director, no late entries will be accepted after these dates, which will cause late delivery of the magazine:
    - (i) December 30<sup>th</sup> for February 15<sup>th</sup> issue
    - (ii) March 30<sup>th</sup> for May 15<sup>th</sup> issue
    - (iii) June 30<sup>th</sup> for August 15<sup>th</sup> issue
    - (iv) September 30<sup>th</sup> for November 15<sup>th</sup> issue

## SECTION VIII

### *Coast Guard Enlisted Association*

1. The CGEA is a constituent organization of the CPOA. The CGEA should be supported at the local level as follows:

- a. Chapters shall appoint a liaison to work directly with the local CGEA Branch.
- b. Chapters located where there is not currently a CGEA Branch should make every effort to establish one.

## **SECTION IX**

### *Special Projects Submission*

Procedure for approval of Special Project and request for advertisement in THE CHIEF magazine.

1. Any Chapter, Branch or Unit requesting approval of a Special Project and advertising in THE CHIEF magazine must submit their request to the Special Project Committee, via the National Office either by e-mail or regular postage.
2. The request shall include:
  - a. Cover Letter.
  - b. Photograph or Detailed Description
  - c. Photo ready layout and design of the advertisement.
3. Approval Process.
  - a. National Office will forward to Special Projects Committee.
  - b. Committee will review to ensure the request is not in conflict with any other ad currently running in the magazine.
  - c. Committee will submit its recommendations to the National Board of Directors during convention or the Executive Committee between conventions.
  - d. The Chapter, Unit or Branch will be notified upon approval/disapproval. Disapproval will be accompanied with an explanation of why it was disapproved.
4. Chapters, Branches and Units are entitled to one free ad to run in THE CHIEF per year. The first ad will run in the edition following the approval.
5. The CPOA/CGEA/CPOAA Logos are the exclusive property of the respective associations and use of these logos require approval of these associations.

## SECTION X

### *CPOA Flag.*

1. The authorized flag of the CPOA shall be displayed with respect and in a proper manner. Only the CPOA authorized flag shall be displayed by a Chapter.
2. Authorized pennants may be awarded for display on the flagstaff.
3. It shall be displayed in accordance with regulations regarding display of the CG Ensign when displayed in conjunction with the National Ensign. When displayed by itself, the rules and regulations of flag display shall be followed.

## SECTION XI

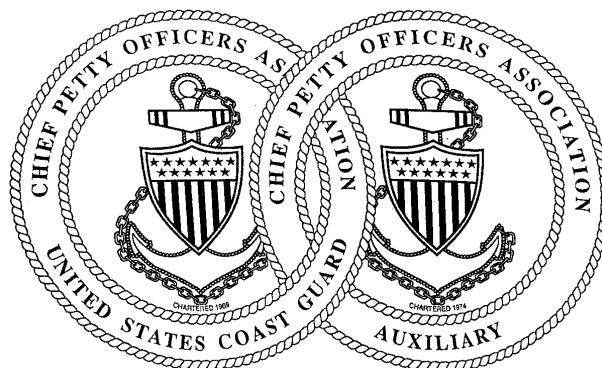
### *Emblems*

1. **CPOA Emblem** - Authorization of the design and use of the CPOA Emblem was given by the United States Coast Guard on 1 August 1971. Our policy is that the emblem will be used for the purpose of identification and solely by the CPOA. The emblem represents the “Chief” and shall consist of the following:
  - a. The USCG Chief Petty Officer’s (CPO) device (Fouled Anchor and Shield) shall be the center of the emblem and shall represent all Chiefs.
  - b. The Anchor and Chain (Fouled Anchor) shall be Gold in color representing Stability, Security, and is a Symbol of Authority.
  - c. The Shield shall be Silver in color representing the Coast Guard's part in protecting our waterways and it also distinguishes the Coast Guard from the United States Navy. The 13 Stars and Stripes on the Shield representing the thirteen original Colonies shall be black in color.
  - d. The CPO device shall be surrounded by a field of blue, representing the five oceans and seven seas of the world, denoting the fact we are a sea going service and our fellow Coast Guardsmen have sailed on all of them at one time or another.
  - e. Surrounding the field of blue will be a continuous piece of line (silver in color) representing the unending loyalty of the CPO to our service, country and shipmates.

- f. Bordering the inner line of silver shall be a white life ring with red lettering reading “CHIEF PETTY OFFICER’S ASSOCIATION” around the top and “UNITED STATES COAST GUARD” around the bottom. This white life ring represents our mission to save lives even at the cost of ours. The red lettering shall represent the blood of our fellow Coast Guardsmen who have given their lives in the performance of their duties, during war and peace.
- g. The outer ring shall consist of a continuous piece of silver line, which represents the Associations never ending effort to unify and bring together all of the things we as CPOs hold in high regard.
- h. Below the fouled anchor, in black letters, shall be “Chartered 1969” to indicate the year the CPOA was established and chartered. Following is a reproduction of the official emblem of the USCG CPOA.



- 2. **CPOAA Emblem** - The emblem of the Chief Petty Officer’s Association “Auxiliary” shall represent one belonging to the other. The two interlocking emblems show the unity binding the two organizations together. The word “Auxiliary” shall be substituted for the “United States Coast Guard” around the bottom of the ring. The year “1974” shall be substituted for “1969”. Following is a reproduction of the official emblem of the USCG CPOAA.



3. **CGEA Emblem** - The emblem of the USCG Enlisted Association (CGEA) will be used solely for the purpose of identification by the CPOA and the CGEA. The emblem shall consist of the following:
  - a. The USCG Device shall be the center of the emblem and shall be surrounded by a field of white.
  - b. Centered above the device, in blue letters, shall be the letters "CGEA".
  - c. Surrounding the field of white shall be a continuous piece of line, gold in color with blue trim, representing the unending loyalty of the Enlisted Coast Guardsman to their service, country and shipmates.
  - d. Bordering the inner line of gold with blue trim, shall be a white life ring with blue lettering reading "USCG" around the top and "ENLISTED ASSOCIATION" around the bottom.
  - e. The outer ring shall consist of a continuous piece of gold line representing the Association and its never-ending effort to unify and bring together all things the Coast Guard Enlisted hold in high regard.
  - f. The following is a reproduction of the CGEA Emblem.



## SECTION XII

### *Forms*

1. Annual Gross Receipts Report – This form is to be completed annually and mailed to the National Office no later than 28 February each year. (See Attachment 1)
2. Ballot. - This form will be printed in the January edition of THE CHIEF of each election year. Instruction for it's completion and mailing are included on the form. (See Attachment 2)

## **SECTION XIII**

### *Amendments and Revisions*

- 1 The Operations Manual may be amended as needed and must be in compliance with the By Laws and approved by the BOD at an Annual Convention or meeting. Recommended changes to this manual are to be forwarded to the By Laws Committee.
- 2 Interpretation of the Operations Manual must be accomplished by the BOD.

## SECTION XIV

### *Rituals*

**NOTE:** *The following ceremonies are guidelines only and should be modified as necessary to suit the circumstances.*

**PROPS:**

- Table or altar
- Bible
- US Flag and other appropriate flags

## INVOCATION

**Chaplain:**

“Dear Father in Heaven, may thy name ever be hallowed by the people of America, whom you have blessed beyond all other people. May America ever adore you and thank thee for those blessings guaranteed to us in establishing law. We take much of your blessings for granted, and we beseech your understanding as we gather together in devout and patriotic assembly. Bless our Nation that she may ever be strong and generous, right and victorious, among the family of Nations on this earth. Bless our elected leaders, that they may serve America in wisdom and peace, and bless us, banded here together for good in this organization, that we may serve our fellow man well in peace, as in war. Bless, we beseech Thee, those who went before us and those whose price of patriotism causes them to suffer today from mental and physical disability, in Thy Holy Name, we most humbly pray....Amen.”

## CPOA MEMORIAL SERVICE

“A Chief Petty Officer of the United States Coast Guard has embarked on his/her last voyage, the tides of life have ebbed for this fellow Chief, and we his/her shipmates and family and friends, gather here to honor his/her memory. (\_\_Name\_\_) was a valued member of the (\_\_Chapter\_\_) of the United States Coast Guard Chief Petty Officer’s Association.” (*NOTE: You may use Duty Station, if known and if appropriate.*)

“Now the Supreme Admiral of the Universe has called our shipmate to sail with Him in eternally calm seas, forever free from the storms of mortal life. We honor and cherish the memory of our shipmate, but we do not mourn for him/her. For he/she has found safe anchorage in the great harbor of eternal peace. Rather, it is for ourselves that we mourn, because a good friend has slipped his/her moorings, and is no longer with us. We mourn our loss, but we are consoled by the abiding faith that when the final watch changes for us, and we too cross the bar, our shipmate will be waiting to pilot us to safe anchorage.”

“When our sailing nears its ending.....when our course is all but run,  
 When the scenes of past endeavor.....crown upon us one by one,  
 When we see in true perspective.....knowing wrong and knowing right,  
 May we say like all good sailors.....I have fought a noble fight,  
 May we find our lifelong courses.....have not been steered in vain,  
 Lest the bearings we have plotted.....must be reckoned out again,  
 When we leave our earthly bodies.....buried deep in sea or sod,  
 May our endeavors be our glory.....when we go to meet our God.”

“Now we bid you hail and farewell, Shipmate, until we drop anchor at the last great eternal port.”

“Now we give our formal salute to our departing Shipmate.” (*Place white flower on casket, step back,....and salute*).

**TAPS**: (*Call "attention" and" hand salute" during taps*).

(*Fold flag and hand folded flag to Chapter President. Chapter President faces next of kin and states, as he hands the flag to the next of kin*)

“I present this flag on behalf of the United States Government for services performed in the United States Coast Guard.”

“This concludes our memorial service.”

(*Chapter President, pallbearers, and others, follow Chaplain to greet next of kin and express condolences.*)

## INSTITUTING A NEW CHAPTER

### **Instituting Officer:**

“Fellow Chiefs, by the authority of the Constitution and By-laws of the United States Coast Guard Chief Petty Officer’s Association, your application to establish a Chapter of the CPOA has been approved and a Charter has been issued to you.”

“Every Chief applying for membership in our distinctive organization is required to proclaim acceptance of the principles of the CPOA and at the conclusion of these ceremonies, you will be asked if you accept these principles without any reservations, whatsoever.” (*Bible and Colors already in place*)

“Please stand and join me in the Pledge of Allegiance to the Flag of the United States of America.”

“I pledge allegiance, to the flag, of the United States of America, and to the Republic, for which it stands, one Nation, Under God, indivisible, with liberty and justice for all.”

“These are the Principles of this organization.”

“We must remain ever mindful of our traditions, duties, and purpose of the USCG, our duty to uphold and defend the Constitution of the United States of America, our responsibility to assist and save distressed seamen and others, and our responsibility in the enforcement of the laws of our country. We must believe, through association and mutual acquaintance, the Chief Petty Officers of the United States Coast Guard, may best advance their professional abilities, enhance their value, loyalty, and devotion to God, Country, and Service in which they serve, promote its unity and morale, domestically and militarily through responsible leadership, and in respect for those who have gone before us, and as a guide for those who follow. Please be seated.”

**Instituting Officer:** (*addressing the Chapter President-elect*)

“Mr./Madam Chairman, are the applications for membership in this organization in proper order and does each of the applicants meet the membership requirement of the Chief Petty Officers Association?” (**CHAIRMAN ANSWERS:** “To the best of my knowledge, they do.”)

**Instituting Officer:** (*addressing the Members*)

“You have listened to the principles of this organization and while you stand before the table where the Bible rests, you will raise your right hand and state that you subscribe to these principles.” (**ANSWER:** “I do”)

“I now declare this to be a regular Chapter of the Association hence forth to be known as the (Name) Chapter. Fellow Chiefs, I now declare you members in good standing and I urge you to become active in the affairs of our Association. Please be seated.”

### **(Installation of Officers)**

**NOTE:** *The Installation of Officers may be done by the Instituting Officer or by a distinguished guest chosen by the members of the Chapter.*

#### **Instituting Officer:**

“Mr./Madam Chairman, have the members of this Chapter chosen the officers who are to serve for the prescribed period of time?” (**ANSWER:** “They have”)

“Mr./Madam Chairman, you will call the roll of officers-elect and as the names are called, the officers will stand.”

“Fellow chiefs, have these officers been elected in the proper manner and are they the choice of the majority?” (**ANSWER:** “They are”)

**NOTE:** *If the Instituting Officer is also the Installing Officer, he/she continues on. If not, he/she turns the proceedings over to the Installing Officer as follows:*

“It now becomes my honor to turn these proceedings over to (Title & Name) who will install the officers of the Chapter.”

#### **Installing Officer:**

“It now becomes my duty and honor to install the officers of this Chapter. Will the officers elect please come forward. I have the honor of installing you who have been chosen by your fellow chiefs to administer the affairs of this Chapter in the ensuing year. I congratulate you.”

“Mr./Madam President elect, place your left hand on the Bible before you. Officers elect to the rear, now place your left hand on the shoulder of the person before you. Please all raise your right hand and answer the following questions in the affirmative.”

“Will you conscientiously perform all the duties of your office as prescribed by the rules governing our Association and your Chapter?” (**ANSWER:** “I will”)

“Will you at all times protect the interest of the Chief Petty Officer’s Association, its Chapters, Auxiliary Units, and members, to the best of your ability?” (**ANSWER:** “I will”)

“Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Chapter and to submit accounting records, when required or requested, for a financial audit.” (**ANSWER:** “I will”)

“Please repeat after me, using your name as I do mine:”

“I (Name) solemnly promise I will faithfully discharge the duties of the office to which I have been elected in accordance with the rules governing the United States Coast Guard Chief Petty Officer’s Association and the governing rules of the (Chapter Name) Chapter to the best of my ability. This I freely pledge, as a citizen of our United States of America and on my honor as a Chief Petty Officer of the United States Coast Guard.”

“You may lower your hands.”

“Officers, you now occupy a position of honor, trust and responsibility to which your fellow Chiefs elected you. The rules governing the United States Coast Guard Chief Petty Officer’s Association and the rules governing your Chapter prescribe your duties.”

“Mr./Madam President, this Chapter is about to be placed in your charge. The harmony and progress of its affairs will depend, to a large extent, upon your leadership. Your fellow Chiefs have honored you by electing you to the highest office in your Chapter and as a Member of the National Board of Directors. They have placed their faith in you and you owe them a solemn obligation to do your utmost to perform the duties of your office as an obedient servant, not its master.”

“I place in your hands this gavel.”

“This gavel is the emblem of your authority. You are admonished to use it wisely and impartially.”

“Study the principles of your Association and Chapter, become familiar with parliamentary procedures for it is your duty to discharge the rules and rituals of the Association to pass on rules governing debates. Your duty, in reality, is a privilege of serving your fellow Chiefs.”

“Mr./Madam President, I now deliver the Charter for this Chapter into your hands.”

“As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all Chapter meetings. Upon completion of your term of office, you are to deliver the Charter to your successor.”

“I now declare the (Name) Chapter of the United States Coast Guard Chief Petty Officer’s Association duly instituted and in working order and the officers of the Chapter duly installed.”

## INSTALLATION OF NATIONAL OFFICERS

### Installing Officer:

“It now becomes my duty and honor to install the officers who have been elected to serve as the National Officers of the United States Coast Guard Chief Petty Officers Association.”

“Mr./Madam. President, you will call the roll of officers-elect and as the names are called, the officers will stand.”

“Will the officers-elect please come forward. I have the honor of installing you who have been chosen by your fellow Chiefs to administer the affairs of the Chief Petty Officer’s Association for the period elected. I congratulate you.”

“Mr./Madam President-elect, please place your left hand on the Bible before you. Officers-elect to the rear and place your left hand on the shoulder of the person before you. Now all raise your right hand and answer the following question in the affirmative - “Will you conscientiously perform all the duties of your office as prescribed by the rules governing our Association?” (ANSWER: “I will”)

“Will you protect at all times the interest of the Chief Petty Officer’s Association, its Chapters, Auxiliary Units, Branches, and members, to the best your ability?” (ANSWER: “I will”)

“Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Association and to submit accounting records, when required or requested, for a financial audit.” (ANSWER: “I will”)

“Please say after me, using your name as I do mine.”

“I (    Name    ) solemnly promise, I will faithfully discharge the duties, of the office to which I have been elected, to the best of my ability, in accordance with the rules, governing the United States Coast Guard, Chief Petty Officer’s Association. This I freely pledge, as a citizen of our United States of America, and on my honor as a Chief Petty Officer, of the United States Coast Guard.”

“You may lower your hands.”

“Officers, your fellow Chiefs have elected you to a position of honor, trust and responsibility. Please study the Association rules governing your position so you may intelligently discharge the duties you have now assumed. I congratulate you.”

“Mr./Madam President, this Association is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow Chiefs have honored you by electing you to the highest office of your Association. They have placed their trust and faith in you and you owe them a solemn obligation to perform the duties of your office as an obedient servant and not as its master.”

“I place this gavel in your hands.”

“It is the emblem of your authority. You are admonished to use it wisely and impartially. Study the rules governing your Association and the rules governing parliamentary so you will be able to discharge the rules and rituals of your Association and to pass on rules governing debates. Your duty is to serve your fellow Chiefs. Congratulations.” (*Hand shakes*)

“I now declare the National Officers of the United States Coast Guard Chief Petty Officer’s Association duly installed and in working order.”

## INSTALLATION OF CHAPTER OFFICERS

**Installing Officer:** (to *Incumbent President*)

“Mr./Madam President, the term for which you and your subordinate officers were elected to has now expired. I am present to install your newly elected officers. Have the officers for the ensuing years been duly elected.” (ANSWER: “They have”)

“Have the records and accounts of the Chapter been examined and approved by the Audit Committee?” (ANSWER: “They have”)

“Do you have in our possession the Chapter Charter and the gavel of your office?” (ANSWER: “I have”)

“You will surrender them to me.”

“Mr./Madam President, will you call the roll of officers-elect and as the names are called, will the officers-elect stand.”

“It now becomes my duty and honor to install the newly elected officers. Will the officers-elect please come forward. I have the honor of installing you to the positions you were elected to. I congratulate you.”

“Mr./Madam President elect, please place your left hand on the Bible before you. Officers-elect, to the rear, and place your left hand on the shoulder of the person before you. Now, all raise your right hand and answer the following question in the affirmative.”

“Will you conscientiously perform the duties of your office?” (ANSWER: “I will”)

“Will you, at all times, protect the interests of the Chief Petty Officer’s Association, its Chapter, Branches, Auxiliary Units and its members?” (ANSWER: “I will”)

“Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Chapter and to submit accounting records, when required or requested, for a financial audit.” (ANSWER: “I will”)

“Please say after me, using your name as I do mine. I (  Name  ) solemnly promise I will faithfully discharge the duties of the office to which I have been elected and to govern to the best of my ability. This I freely pledge as a citizen of our United States of America and on my honor as a Chief Petty Officer in the United States Coast Guard.”

“You may lower your hands.”

“Officers, your fellow Chiefs have elected you to a position of honor, trust and responsibility. Please study the Association and Chapter rules governing your position so you may intelligently discharge the duties you have now assumed. I congratulate you.”

“Mr./Madam President, this Chapter is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow Chiefs have honored you by electing you to the highest office of your Chapter. They have placed their trust and faith in you and you owe them a solemn obligation to perform the duties of your office as an obedient servant and not as its master.”

“I place this gavel in your hands.”

“It is the emblem of your authority. You are admonished to use it wisely and impartially. Study the rules governing your Association., your Chapter, and the rules governing parliamentary so you will be able to discharges the rules and rituals of your Chapter and to pass on rules governing debates. Your duty is to serve your fellow Chiefs. Congratulations.”

“I now deliver the Charter of this Chapter into your hands.”

“As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all Chapter meetings. Upon completion of your term of office, you are to deliver it to your successor.” (*Hand shakes*)

“I now declare the officers of the (\_\_Name\_\_) Chapter of the Coast Guard Chief Petty Officer’s Association and are duly installed and the Chapter is in working order.”

## MIA/POW SERVICE OF REMEMBRANCE

### Master of Ceremonies (MC):

“We, the members of the US Coast Guard Chief Petty Officers Association have not only gathered here tonight to enjoy this Annual Grand Ball. We have also assembled here to pay tribute and to remember, those who could not be with us, those who did not return from their tour of duty on foreign soil and who are listed as either Missing In Action or as a Prisoner Of War. That deep pain lingers still as we continue our quest for an answer to our question, “WHERE ARE THEY” (PAUSE...)

“On this day, however, we know one thing, THEY ARE NOT HERE.” (PAUSE... and dim lights)

*(Light candle on table or spotlight shining on table {optional})*

“As you entered the banquet hall this evening, you may have noticed a table here in a place of honor. The table before you has five places, representing the Branches of our Armed Forces: the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. The MIA/POW flag is prominently displayed and overlooking the table.”

“The Military is filled with symbolism. The table is one way of symbolizing those who are not yet accounted for, and who are missing from our midst. Some call the people: MIAs or POWs. We call them Brothers and Sisters.” (PAUSE...)

“The TABLECOTH is WHITE, symbolizing the purity of their intentions to respond to their country’s call.” (PAUSE...)

“The SINGLE ROSE displayed is in a VASE, symbolizing both of their Frailty, and of their Families, Friends, and love ones, who keep the Faith, waiting for their return.” (PAUSE...)

“The RED RIBBON tied prominently on the VASE is reminiscent of the RED RIBBON worn upon the lapel and breast of thousands who this day bear witness to their unyielding determination to demand a proper accounting for our missing, and the return of all live prisoners of war’s and those left on foreign soil.” (PAUSE...)

“The SLICE of LEMON on the PLATE is to remind us of their bitter fate.” (PAUSE...)

“There is SALT on EACH PLATE, symbolic of the tears of those who wait for their return.” (PAUSE...)

“The GLASSES are INVERTED, they cannot toast with us this season.” (PAUSE...)

“The CHAIRS are EMPTY, They are not here.” (PAUSE...)

“REMEMBER, all of you who served with them and called them FRIEND and BUDDY, who depended upon their might and relied upon them. REMEMBER, for surely THEY HAVE NOT FORGOTTEN YOU.” (**PAUSE...**)

“PLEASE let us now have a moment of silence for those who cannot be with us tonight.” (**PAUSE...**)

*(Lights on, continue on with program)*

### **LIST OF ITEMS FOR CEREMONY:**

- (1) MIA/POW Flag and Pole
- (2) Table. *\*Big enough for five places, preferably round*
- (3) Five Chairs
- (4) Vase
- (5) Rose (red or yellow). *\*Generally the color yellow signifies “waiting for return” as in the song “Tie a yellow ribbon around the old oak tree”. Yellow is recommended, however, any color may be used to symbolize “Frailty”.*
- (6) Red Ribbon
- (7) Five Plates
- (8) Five Slices of Lemon
- (9) Table Salt
- (10) Five Wine Glasses (Inverted)
- (11) Candle, with a glass container so that the flame might be protected. *\*(Optional)*
- (12) Tiled Chairs. *\*(Optional)*
- (13) Small Table on side with five caps of the five branches. *\*(Optional)*

## SECTION XV

### *List of Attachments*

**NOTE:** *The following attachments are provided to assist you with doing CPOA business. Contact the Executive Director to ensure they are the most current copy.*

- Attachment 1** .....Annual Gross Receipts Report
- Attachment 2** .....Ballot
- Attachment 3***.....*Gold Lifetime Membership*



**United States Coast Guard  
CHIEF PETTY OFFICERS ASSOCIATION**

5520-G Hempstead Way  
Springfield, Virginia 22151-4009

E-Mail: [CGCPOA@aol.com](mailto:CGCPOA@aol.com) TeleFAX: (703) 941-0397 Telephone: (703) 941-0395

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(EIN #)**

From: \_\_\_\_\_

To: USCG Chief Petty Officer's Association

Subj: **ANNUAL GROSS RECEIPTS REPORT**

Ref: (a) USCG CPOA By Laws, Section VII.3.k  
(c) IRS Code of 1954

1. This Association is exempt from Federal Income Tax under Section 501c (19) of reference (b). This Headquarters is authorized to submit an annual group return to the IRS covering the National Office and each subordinate unit who did not have \$25,00 or more in gross receipts for the calendar year.
2. Please circle the appropriate sub-paragraph below:
  - (a) We **DID NOT** have **\$25,000** or more gross receipts for calendar year \_\_\_\_\_. It is requested we be included in the group return filed by the National Office.
  - (b) We **DID** have **\$25,000** or more gross receipts for calendar year \_\_\_\_\_ and will file a separate tax return with IRS.
3. By signature below, I certify the above information is correct to the best of my knowledge.

\_\_\_\_\_  
**(President's Signature)**

\_\_\_\_\_  
**(President's Name – Please PRINT)**

*Annual Gross Receipts Report*

*Front  
(Attachment 1)*

## Annual Gross Receipt Report Instructions

Reference: (a) USCG CPOA By Laws, Section VII.3.k

1. The IRS Annual Gross Receipts Report must be maintained on file in the National Office in order to support our non-profit designation. The completed form **MUST BE RETURNED** and received in the National Office **NO LATER THAN 28 FEBRUARY**. The form must show your:
  - Chapter **Name**
  - **EIN**
  - The appropriate sub-paragraph of paragraph 2 **circled**
  - Must be **signed** by the President of the Chapter
  - Have the Chapter President's name **printed** below this signature
  
2. Please check the form to ensure accuracy before mailing it to National.
  
3. IRS requires each subordinate element (Chapters) be assigned an Employee Identification Number (EIN) before it can be considered part of a non-profit organization. The following is a listing of the Chapter and their EIN number as presently held in the National Office. Please ensure to indicate your correct EIN on the report form. Those Chapters who are not on this list should contact National prior to sending this form.

### EIN Numbers

Alexandria Chapter .....	54-1324847	Long Island Chapter .....	11-2946821
Baltimore Chapter.....	23-7420309	Miami Chapter .....	23-7424055
Boston Chapter.....	23-7444710	Mobile Chapter .....	23-7444885
Cape Cod Chapter .....	04-6302210	New Orleans Chapter.....	23-7444714
Cape May Chapter .....	23-7444712	North Bend Chapter.....	93-0959583
Clearwater Chapter .....	59-3088363	North Coast Chapter .....	23-7444713
Crystal Coast Chapter .....	54-1494106	Northeast Florida Chapter.....	59-2613518
Eastern Shore Chapter.....		Oklahoma City Chapter .....	23-7422478
Elizabeth City Chapter.....	56-1554822	Petaluma Chapter.....	23-7427188
Galveston Chapter.....	23-7440802	Philadelphia Chapter.....	51-0222699
Gold Country Chapter.....	68-0165350	Port Angeles Chapter .....	23-7426573
Golden Gate Chapter.....	23-7444718	Rio Grand Valley Chapter .....	74-2601045
Greater Detroit Chapter.....	38-2557235	San Juan Chapter .....	23-7419951
Green Bay Chapter.....	51-0167642	Seattle Chapter.....	23-7444719
Hampton Roads.....	23-7444716	Sitka Chapter .....	92-0137852
Hawaiian Island Chapter.....	23-7444886	SE Connecticut Chapter.....	52-1268684
Jersey Shore Chapter.....	22-2613675	SOO Chapter.....	51-0248686
Juneau Chapter.....	23-7421078	Southern Most Chapter .....	52-1268687
Ketchikan Chapter .....	92-0111911	St. Louis Chapter .....	52-7444720
Kleckner Chapter .....	23-7444715	St. Petersburg Chapter .....	23-7424304
Kodiak Chapter .....	23-7420845	Washington DC Chapter.....	23-7420063
Las Vegas Mavericks Chapter .....	88-0373709	Yorktown Chapter.....	23-7422600
Long Beach Chapter .....	23-7427187		

**SAMPLE BALLOT**

**OFFICIAL BALLOT  
USCG CPOA NATIONAL OFFICERS  
AUGUST \_\_\_\_\_ - AUGUST \_\_\_\_\_**

Instructions: Place an X in the box next to the name for the candidate of your choice. You may only vote for one candidate for each office of President, Vice President, Secretary, Treasurer, and for two members of the Executive Committee . **Write in candidates are not authorized and any ballot with write ins will be disqualified.** In order to validate your ballot you must fill in your member number. If you do not know or have lost you member number you may contact the National Office at 703 941 0395 or you may use your social security number for validation purposes. **Ballots without validation will be disqualified.** Once you have completed the ballot fold, tape and place in mail. The ballot is self addressed with postage paid and must be in the National Office not later than 2400 15 Mar. If you have any questions you may contact the National Office for assistance.

**Please Print Member Number or Social Security Number Here:** \_\_\_\_\_

**President**

**Choice 1**

**Choice 2**

**Secretary**

**Choice 1**

**Choice 2**

**Executive Committee (Select 2)**

**Choice 1**

**Choice 2**

**Vice President**

**Choice 1**

**Choice 2**

**Treasurer**

**Choice 1**

**Choice 2**

**Choice 3**

**Choice 4**

## Gold Lifetime Membership

### Gold Lifetime Membership Procedure.

1. Nominations for Gold Lifetime Membership shall be submitted in either resolution format or letter form to the Gold Lifetime Membership Selection Board via the National Office 120 days prior to an Annual Convention.
2. When the National President receives a properly submitted nomination for Gold Lifetime Membership, he or she will select an Ad Hoc Gold Lifetime Membership Board Chairman at least 100 days prior to the start of the Annual Convention.
3. The Ad Hoc Gold Lifetime Membership Chairman will then select a board of no less than four (4) members.
4. The Board will communicate via telephone, mail, or electronic medium. Travel funds will not be necessary for this committee. The Board shall be a committee of the whole, which may select a maximum of two Gold Lifetime Members during an Association year.
5. The Ad Hoc Gold Lifetime Membership Board Chairman shall submit a report to the National President, no later than twenty (20) days prior to the Annual Convention. This allows the President time to prepare the necessary awards. If the nominee is selected, the National President will inform the candidate that an award will be presented at the upcoming Convention. This allows the candidate to bring additional family members if he/she so desires. If a nominee is not selected, the National President will inform the nominator.
6. The Gold Lifetime Membership will continue to be a secret selection process. Board members will not discuss any results outside of the board meeting.
7. The following information should be included in the nomination for consideration by the board during the selection:
  - a. Any E-7, E-8 or E-9 (Regular Member) who has rendered distinguished and tangible service in an exemplary and outstanding manner as to promote

- and advance the welfare of fellow members, their dependents and their Community/Country.
- b. The nominated person must be a member in good standing. This will be conformed by the Executive Director when the nomination is received.
  - c. The nominated person should be active in a Chapter, contributing their time and energy towards the goals of the Association and the Coast Guard.
  - d. The nominated person should have attended National Conventions, and been actively involved in the business of the Convention, i.e. delegate, committees, etc.
  - e. The nominated person should have promoted and supported programs within the organization, i.e. CCCAF.
  - f. The nominated person should be actively involved in recruiting new members for the Association.
8. The award shall be presented with appropriate ceremony at the opening session of the Annual Convention.