

 **United States Coast Guard**

 **CHIEF PETTY OFFICERS ASSOCIATION**

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From: CPOA National President

To: All Chapter Presidents

Subj: 2018 President’s Outstanding Chapter Award (POCA)

Ref: (a) USCG CPOA Operations Manual, Section VIII.2

1. It’s time, once again, to prepare your Chapter’s submission for the 2017 President’s Outstanding Chapter Award. The Award Form (available on the CPOA website at [www.uscgcpoa.org](http://www.uscgcpoa.org)) and all supporting documentation must be received at the National Office no later than 15 July 2018 for your Chapter to be eligible for consideration (see Reference (a) for the award criteria). All Chapter activities occurring during the qualifying period of 1 July 2017 through 30 June 2018 will be considered in calculating your total score.

2. Provide as much documentation as possible (including photos) and review your Award Form for accuracy prior to submission. Many Chapters are well qualified and stand an excellent chance of winning the POCA, but only if the Award Form and necessary documentation are submitted by the due date.

3. Our Chapters are the heart and soul of the CPOA, and your submission is your opportunity to highlight the great things your Chapter has been doing over the past year. We look forward to receiving your submission, and hope to see you in August in St. Petersburg, FL for this year’s Convention and announcement of the Chapter of the Year for 2018.

Yours in Service,

YNC Kim Lorigan, USCG (Ret)