



# CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC

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## Officer of the Day Program

TO: Commanders and Officers of the Day, ALL Echelons

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**SUBJECT: 2021 - 2022 NATIONAL OFFICER OF THE DAY'S 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 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*
- *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 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 Colors, the 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 alcoholic 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 wear of the CWV blazer and cap is spelled out in the National Uniform Regulation adopted in 2010. A short summation follows:

- The National Uniform of Navy Blue Blazer is to be worn with white shirt, khaki tan trousers, black tie, black socks and black shoes. A gold tie may be worn by National Officers only.
- A casual uniform for meetings has been adopted for all echelons. It consists of: Polo shirt with CWV insignia (color of echelon's choice) with contrasting pants (black or khaki) and black shoes.

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 one 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**

Posts are responsible for submitting two (2) Semi-Annual Post Activities reports. Officers of the Day should assist in filling out the Officer of the Day Programs portion of the Report Form. Posts wishing to augment their reports with additional detail may do so.

The Semi-Annual Report Form can be filled out online through your Post database.

A printed hard copy of these Reports should be sent **directly to EVERY higher echelon** - one copy each 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:

**First Report** (covers July 1 - December 31)

Post Report to all applicable upper Echelons (Chapter, Dept and National)

DUE NO LATER than January 20

**Second Report** (Covers January 1- June 30)

Post Report to all applicable upper Echelons (Chapter, Dept and National)

DUE NO LATER than July 20

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

Comments and suggestions from all echelons are most welcome. Together we can make a difference!