

Memorandum

To: See Distribution

FROM: Lieutenant Colonel Layne R. Wroblewski, USAF (Ret.)
National President, Reserve Organization of America
CW04 Dale J. Andersen, USNR (Ret.)
Chair, ROA Warrant Officer Awards Committee

DATE: 26 March 2024

SUBJECT: Request for Nominations: CW4 Michael J. Novosel Award for the
ROA Outstanding Warrant Officer of the Year

The Reserve Officers Association, dba Reserve Organization of America (ROA) and its Warrant Officer Award Committee are pleased to announce the 2024 competition for the CW4 Michael J. Novosel Award for ROA's Outstanding Warrant Officer of the Year. The award was established in 1998 to annually recognize the achievements and dedicated service of warrant officers. The award will be presented during the ROA Annual Meeting, 04 October – 06 October 2024 in Washington, D.C. The award process is open to Reserve Warrant Officers from all services.

The challenges presented by the pandemic notwithstanding, ROA, dba the Reserve Organization of America, is committed to presenting awards to recognize the excellence displayed throughout our Reserve and National Guard. Regardless of how we ultimately have our 2024 Annual Meeting we intend to honor these awards.

We ask that each General or Flag Officer Command make every effort to nominate a warrant officer from the command for this award before the **19 July 2024 deadline**. Enclosed are the application and instructions for submitting nominations/applications.

The ROA National Headquarters point of contact for the award is Ms. Linda Cooper. She can be reached at lcooper@roa.org or (202) 646-7723.

Enclosures

Distribution:

- Office of the Chief of the Army Reserve
- Office of the Chief of the Navy Reserve
- Office of the Director of the Army National Guard
- Office of the Deputy Assistant Secretary of the Navy, Reserve Affairs
- Office of the Commander of Marine Forces Reserve
- Office of the Director-Reserve Affairs (HQ USMC)
- Office of the Director of Reserve, Training & Leadership (USCG)
- The State Adjutant Generals



**CW4 Michael J. Novosel
Outstanding Warrant Officer of the Year
Award Program**

Request for Nominations

The Reserve Officers Association, dba Reserve Organization of America (ROA) is pleased to announce the 2024 competition for the ROA CW4 Michael J. Novosel Outstanding Warrant Officer of the Year, awarded annually to a Warrant Officer in recognition of excellence in achievement and service to our nation and national security.

ROA is proud to name this award after CW4 Novosel. He served in the United States military during World War II, the Korean War, and the Vietnam War. He flew the B-29 Superfortress bomber in World War II. In order to serve in the Vietnam War, he gave up the rank of lieutenant colonel in the Air Force Reserve and became a chief warrant officer in the Army. He was awarded the Medal of Honor, the United States' highest military decoration, for his bravery in conducting a medical evacuation under fire in the Vietnam War.

*4 Finalists selected by ROA's Warrant Officer Award Committee will be recognized with certificates. The winner will be requested to attend the ROA Annual Meeting in Washington, D.C. (04 October - 06 October 2024) to participate in an award ceremony and receive a plaque. *

1. PURPOSE

This program was established to annually recognize the achievements and dedicated service of Warrant Officers in the Reserve Components and National Guard.

2. SELECTION CRITERIA

A. Mandatory - Nominees must:

- i. Be a warrant officer in grade WO1, CW2, or CW3 at the time of the ROA Annual Meeting.
- ii. Receive endorsement from their unit/command.
- iii. Be a currently serving member of a Reserve Component or National Guard.

B. Nominees shall be judged on the following:

- i. Military experience, achievements, awards and decorations, as well as military and civilian education.
- ii. Community and professional activities.

3. GENERAL CONSIDERATIONS

- A. Units can nominate.
- B. The selection process shall approximate procedures utilized in a "best qualified" method of selection for promotion.
- C. The nomination packet must be in the format found at the enclosure.
- D. Expenses for finalists to attend the ROA Annual Meeting for the final selection interview will be borne by the individual or their unit. Nominating commands are strongly encouraged to sponsor their finalist candidates at the ROA Annual Meeting.
- E. Any of the final candidates who cannot attend the interview meeting during the Annual Meeting will still be considered provided a written explanation of his/her absence is received at ROA Headquarters prior to the final selection.
- F. Any finalist whose absence is caused by military service (e.g., mobilization, annual training, active duty for special work, active duty training) shall automatically become a finalist for the subsequent year, provided that the finalist: 1) notifies ROA in writing prior to the interview meeting that active duty military service will preclude the finalist from attending the interview meeting and provides ROA with a copy of the military orders that place him/her on active duty military service on the date of the interview meeting; and 2) resubmits an updated nomination packet to ROA in accordance with the procedures set out in this memorandum.

4. RECOMMENDED NEXT STEPS FOR COMMANDERS & STATE ADJUTANT GENERALS (TAGS)

- A. Establish a POC at your Headquarters.
- B. Notify all units of this award program and request nomination packets be submitted to your Headquarters in time to select one candidate and forward that packet no later than 19 July 2024 to ROA National Headquarters, ATTN: Linda Cooper, 1 Constitution Ave NE, Washington, DC 20002 or lcooper@roa.org.

All nominations must have the Flag Officer's Command or State Adjutant Generals endorsement and be **postmarked NLT 19 July 2024.**

PLEASE TAKE NOTICE THAT THE SELECTION PROCESS IS DONE DIFFERENTLY DUE TO POST-COVID.



**CW4 Michael J. Novosel
Outstanding Warrant Officer of the Year
Award Program**

Nomination Package

Contact/Personal Information
Nominee's full name
Home Address
Daytime Phone
Email Address
Height
Weight
Military Information
Nominee's rank & branch of service
Attach ORB, 2-1, or other official documents depicting appointment, assignments, awards, education, promotions, and verification of service. BLACK OUT SOCIAL SECURITY NUMBERS FROM ALL DOCUMENTS.

Applicant's Name [Last, First] _____

Civilian/Civic Information	
Civilian Occupations/Positions (add additional lines as needed)	Dates
Civilian Honors (add additional lines as needed)	Dates
Community/Civic/Professional Activities (add additional lines as needed)	Dates

Signature of Applicant

Date

Applicant's Name [Last, First] _____

Attach in Uniform photo to this page.

Note: Nomination packets without a photo will not be considered.

Center and attach

Uniform photo



Inquiries should be directed to Linda Cooper.
lcooper@roa.org or (202) 646-7723

Completed forms should be sent to:

ROA Awards, Attn: Linda Cooper
1 Constitution Ave NE
Washington, DC 20002

or

lcooper@roa.org