

FORM PURPOSE

- This form describes the procedures to annually select VADM George C. Dyer Writing Prize and Honorable Mention recipients funded by the VADM Dyer Magazine Trust Fund.
- The Committee may elect to confer special recognition to authors who contribute regular columns due to positions they hold in the Order by presenting them with non-monetary awards, e.g., Certificates of Appreciation, National Citations, Plaques of Merit, Outstanding Service Medals or Silver Patrick Henry Medals. The VADM Dyer Magazine Trust Fund funds such awards.

COMMITTEE GUIDANCE

- Eligible articles are those originally written by MOWW Companions to be published in *The Officer Review*®. Articles written by Companions but published first in other publications will not be considered. Articles written by Magazine Committee members (e.g., the Chief of Staff) will not be considered.
- Members will consider magazine issues from 1 January – 31 December, annually, of *The Officer Review*® for the most recently completed year.
- Magazine Committee members and the Order's leadership must take an active role in encouraging Companions to submit articles on topics such as military history, outreach programs, Companion Spotlight, public events (e.g., Massings of the Colors, Youth Leadership Conferences) and promoting the benefits to the Order.
- The Committee may recommend changes to this form to the Chief of Staff.

COMMITTEE MEMBERSHIP

- The CINC appoints the Chair (who must be a PCINC). The PCINC Chair, the Chief of Staff (*ex officio* without a vote) and the IPCINC are statutory members.
- The Chair appoints a Vice Chair, and two to four additional members from the Washington, DC, metropolitan area, which aids the committee's ability to confer in person. However, teleconferences are always an option for participation in the annual committee meeting.

COMMITTEE REPORTING

- NLT 1 June: Submit a Magazine Committee Report (Word.doc) to chiefofstaff@moww.org for inclusion in the MOWW Convention Book. Do **not** include recipients' names, etc., in the report.
- NLT 15 June: Submit the list of Writing Prize, Honorable Mentions and other award recipients to membership@moww.org.
- NLT 31 August: The Chair informs committee members of the full Committee membership following the annual election of the CINC.

ARTICLE JUDGING

- The chair advises all committee members of the complete listing of articles selected before the Committee meeting. The Committee will meet between 15-31 January. Members will be notified of the meeting date one month in advance.
- Committee members review all eligible articles, identify their top five articles and email their rank-ordered list of top five eligible articles (with #1 being the highest ranking) to the chair NLT one week before the scheduled committee meeting. The chair will compile and provide the list of top five articles selected to all committee members before the meeting date.

	<i>VOL & NBR</i>	<i>TITLE OF ARTICLE</i>	<i>AUTHOR</i>	<i>PAGES</i>
1				
2				
3				
4				
5				

- During the meeting, the chair will outline the article selection process. Members may comment on the articles being considered and their rationale for their article selections.
- During the meeting but after the committee’s discussion, members will rank the entire compiled list of articles with #1 being the most preferred article. Run-off votes are required to eliminate ties, which are not permitted.
- The committee recorder totals each member’s article rankings. The total scores determine recipients of VADM Dyer Writing Prizes.
 - The article with the lowest total score receives First Prize (\$2,000). The next lowest scoring article receives Second Prize (\$1,000). The next three lowest-scoring articles receive Honorable Mention Prizes (\$500 each).
 - Only one prize will be awarded to any author. If multiple articles are submitted by a single author and a prize is awarded for an article, the article with the highest prize will stand and any other articles by that same author become ineligible for consideration.
- Committee members may not share the names, etc., of Writing Prize and Honorable Mention Prize recipients until after these are presented at the annual MOWW Convention.

POST MEETING

- The Chief of Staff prepares prizes, awards, checks, etc., for the CINC’s presentation at the annual MOWW Convention.