

# MOWW® | COMMANDER-IN-CHIEF VISITS

Promoting Organizational Health, Mission Effectiveness, Morale and Recognition

VISIT LOCATION: \_\_\_\_\_ DATES: \_\_\_\_\_

## PART A. COMMANDER-IN-CHIEF VISITS

1. General. A visit by the Commander-in-Chief (CINC) is the highlight of any chapter's year. Given the number of visits the CINC will make, the CINC's visit should be productive as possible—for the CINC and the visited location.
2. Visit Invitation.
  - a. Chapter invitations for the CINC to visit should be submitted in writing early in the year and it should have alternate dates. *The Chief of Staff of MOWW shall be provided a copy of the invitation.*
  - b. The chapter invitation to the CINC should mention the type affair scheduled, e.g., Massing of the Colors, installation of officers, chartering of a new chapter, guest speaker, etc. The invitation should also include the CINC's spouse/partner, as appropriate.
3. Visit Confirmation.
  - a. After the CINC accepts the invitation for a specific date, the chapter should acknowledge the CINC's acceptance and provide him/her any further information on the planned activities. Once the CINC's visit is confirmed, the chapter should ask the CINC for key information, e.g., sleeping arrangements preferred (king size bed, twin beds, etc.), dietary restrictions.
  - b. Not later than 45 days prior to the visit, the chapter should provide the CINC further visit details, e.g., dress, escorts, transportation, hotel accommodations, detailed schedule.
4. Visit Coordination.
  - a. MOWW activities being visited shall keep their chain of command informed as to the latest CINC visit information and invite them to attend. The region's Vice Commander-in-Chief should also be invited.
  - b. Several chapters may jointly host a CINC visit. Likewise, a visit by the CINC to one chapter may be followed by visits to other chapters in the same geographic area. Coordination between commanders is encouraged.
5. Visit Planning.
  - a. The CINC's visit schedule should include attending a staff meeting. This permits more chapter members to become acquainted with the CINC, and for the CINC to learn more about the chapter and its activities. It also gives the CINC an opportunity to provide guidance. If a regular chapter meeting is scheduled, the CINC usually is the guest speaker. If new members are to be inducted, the CINC should be the inducting officer. The CINC should be informed of the dress requirements, what else they are expected to do, who will meet them, transportation, who will escort them, etc.
  - b. The chapter should make detailed plans for the CINC (and spouse/partner) for the visit's duration. The schedule(s) should be full and interesting, but not overwhelming. Depending upon the distance traveled, arrival/departure times, etc., time should be scheduled for the CINC (and spouse/partner) to rest or freshen up. It is acceptable if the CINC stays in a private home in lieu of a hotel.
  - c. Chapters have exercised a variety of options in the choice of mementos to welcome the CINC and spouse/partner—from flowers to mementos. If a memento is presented, it should not be expensive.
6. Visit Execution. The chapter commander and one or two other chapter members (and spouse/partners) should meet the CINC (and his/her spouse/partner). Likewise, the CINC should be escorted back for his/her departure. If travel is by automobile, the CINC may be met at the hotel at a predetermined time.

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## PART B. POST-VISIT ACTIONS

1. The visited MOWW activity shall submit a “Chapter in Action” for publication in *The Officer Review*® to the Chief of Staff at [chiefstaff@moww.org](mailto:chiefstaff@moww.org), documenting the CINC’s visit not later than ten days after the visit concludes. This submission should include unedited color, digital photographs and supporting narrative (Word.doc format). Individuals listed must include their full rank, name, and service, or if civilian, their full name and position. A full article (Word.doc format) and unedited color, digital photos may also be submitted.

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## NOTES

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