

*'Shell packet' follows the administrative procedures
so your Nominee's packet meets all of the requirements!*

Mideast Division **Marine of the Year Nomination Packages** **FOR** **JARHEADS**

***A Reference
for the
Rest of Us!***



*Allows Detachments to submit
deserving Nominees easily,
even if never done before!*



***Mideast Division MOY
Nomination Packages
FOR
JARHEADS***

**by Marine Bruce Rakfeldt
Department of North Carolina
Mideast Division**



JARHEAD PUBLISHING, INC.



About the Author

Bruce Rakfeldt is the 2008 Department of North Carolina Marine of the Year Recipient. He is a Charter member and Past Detachment Commandant of the LCpl. Alan D. Lam Detachment #1209 located in Burlington, North Carolina.

This Marine felt compelled to break down the National Administrative Procedures on how to submit a Mideast Division Marine of the Year nomination package because, even though they were available, they seemed to be very confusing and detailed when trying to follow them, hence the lack of Detachment submissions over the past years. He realized that many Detachments were not sure as how to actually put one together. His 'vision' is to have every Detachment in the Division submit a member for this prestigious award every year and to submit it **properly**. This innovative approach is expected to be a simple, yet proper way, to do so. **Semper Fidelis!**



Dedication

To all of the Mideast Division Marine Corps League members and to any other Marine Corps League member that can utilize this book for their Division!

Acknowledgments

I'd like to thank the Mideast Division for allowing me to create and distribute this book. A lot of time went into developing it and I look forward to seeing its positive results by knowing that every Detachment in the Mideast Division has submitted a Marine of the Year Nominee package at every annual Conference. Good luck to all of the future Nominees!

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Icons Used in this Book

You will find a few icons in this book, and here's what they mean:



This icon marks an extra hint for more power in your package.

Tip



This icon marks something you should remember to make sure your getting the most out of this book.

Remember



This icon means that what follows is technical, insider stuff. You don't have to read it if you don't want to, but if you want to become a pro at writing packages (and who doesn't?), take a look.

Technical Stuff



This icon warns you of things to be super-careful about!

Warning!

Chapter 1

In This Chapter

- Always follow the administrative procedures in the National By-Laws **FIRST!**
- Understanding how to select a Nominee
- Using the provided PDF form
- Getting the Detachment Commandant's signature; a **MUST!**

So, you're ready to put together a Mideast Division Marine of the Year package for a well deserved Marine Corps League Regular Member. **GREAT!** All you need to do is download the National By-Laws, crack it open to the section that describes how to put a package together and you should be done in about 10 minutes. **NOT!** If it were just that simple, we would not have written this book. Don't get us wrong. The process itself is fairly easy, however if you are one of these Jarheads that start to go cross-eyed after reading a few sentences because no one thought to add pictures as helping aids, then you've opened the right book, because we are going to show you exactly how simple it is to fill out and prepare your Detachment's Nominee package.



DISCLAIMER – Please understand that this book has been written with the intentions of submitting a Mideast Division Marine of the Year Nominee in a more understandable way to put your Detachment's package together. This e-book details what should minimally be included in the 'Letter of Nomination' generically discussed in the National MOY administrative procedures to assist you with submitting the best information for your Nominee. If, at any time, something you read in this book conflicts with the National MOY administrative procedures in the National By-Laws, then make sure you follow the administrative procedures as they are the law! When referencing the National MOY administrative procedures, simply replace the word 'National' with 'Mideast Division' to properly prepare your Nominee's package. Capeche? ☺

First of all, **WHO** is eligible to be a Mideast Division Marine of the Year recipient? Per the National Bylaws, under Enclosure Four(4), MARINE OF THE YEAR, it states:

ENCLOSURE FOUR (4)

MARINE OF THE YEAR

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League. Letters of Nomination for the Mideast Division Marine of the Year shall originate only at the Detachment level. No individual member of the Marine Corps League, or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment. The nominee shall be a regular member of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination.

Continued on next page.....

Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Subsection One (1))

To break this down, your Detachment's Nominee **MUST** be a Marine, FMF Corpsman or FMF Chaplain. Absolutely no Honorary, Associate or other type of member is eligible for Mideast Division Marine of the Year. The Nominee must also have their Marine Corps League dues paid up in full in order to be considered as a Nominee (A paid up MCL member is defined as being a "member in good standing"). Finally, your Detachment's Nominee **MUST** be nominated and voted on by your Detachment's membership. **THIS IS IMPORTANT!!!** The best way to approach this is to start about two months before the Mideast Division MOY packet submission deadline date. Notify your Detachment members that at that monthly business meeting, the Mideast Division Marine of the Year Nominee will be selected and it is the members' job to think about a Nominee (or Nominees) that fill the description of being a potential candidate. Make sure you put this in your next newsletter as a reminder to all of the members as well. When the meeting takes place to select the Nominee, follow your Detachment's By-Laws and/or general guidelines as how to vote on or select your one single Nominee.



Tip – It is a good rule of thumb to add your Nominee selection to your Detachment's minutes for proof that this was done properly. Your Detachment By-Laws may also have additional needs so please make sure you read them to ensure you are following your selection procedure to the letter. Some Detachments may not have a section on nominating the Mideast Division Marine of the Year. This is not an issue. If you don't, just make sure you've followed the Nominee selection, as discussed above, and you will be good to go!

On the next page, you will see a basic cover letter that must be part of your Detachment's Nominee package. It contains all of the necessary verbiage (that means words for you 0300 Jarheads!) asked for by the Administrative procedures in National Bylaws:

MIDEAST DIVISION MARINE OF THE YEAR SOCIETY

(2) Nominations – A letter of nomination for the Mideast Division Marine of the Year Award must be submitted in the following manner:

- (a)** Letters of Nominations will only be accepted from the Detachment.
- (b)** All Letter of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for Mideast Division Marine of the Year, was approved by the Detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the Event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

All of the above requirements are already on the form. All you have to do is simply type in the needed information highlighted on the form and your cover letter is complete!

Click on the top highlighted line that shows the sample Detachment name; **Semper Fidelis Detachment #1775**. Delete the sample title and type in your Detachment's name and number. There should be plenty of room to type even the longest of names, however if you need to shorten the word Detachment, or eliminate it all together and just type in your number, that is perfectly fine to do.

Next, press the TAB key (or click in the highlighted area) to advance the cursor to the next line where you will have to type in the current year in which you are presenting your Nominee for (Example; 2014). Please use four digits. Next, press the TAB key to advance to the Nominee's name line. Type in the Nominee's First and last name, overwriting where it says "Joe Marine". Finally, press the TAB button one more time to advance the cursor to show up in the space where you now need to type in your Nominee's MCL membership number. This can be obtained from his/her membership card or your Detachment's membership roster that you are sent quarterly by National Headquarters.

Once these information has been filled in, simply print the cover letter, using the print button, and have the appropriate Detachment Officers date, print and sign his/her names at the bottom of the letter and **VOILA!** You have completed your cover letter portion of the Nominee package!!!

MARINE CORPS LEAGUE

Mideast Division



Mideast Division Marine of the Year Nominee

Nominees MCL membership number:

This Nominee is a regular member in good standing of the Marine Corps League as identified by the National Bylaws.

This Nominee was selected in accordance with our Detachment Bylaws, where applicable.

I certify that all of the above information and statements are true and accurate.

Commandant's name (printed)

Commandant's name (signature)

Adjutant's name (printed)

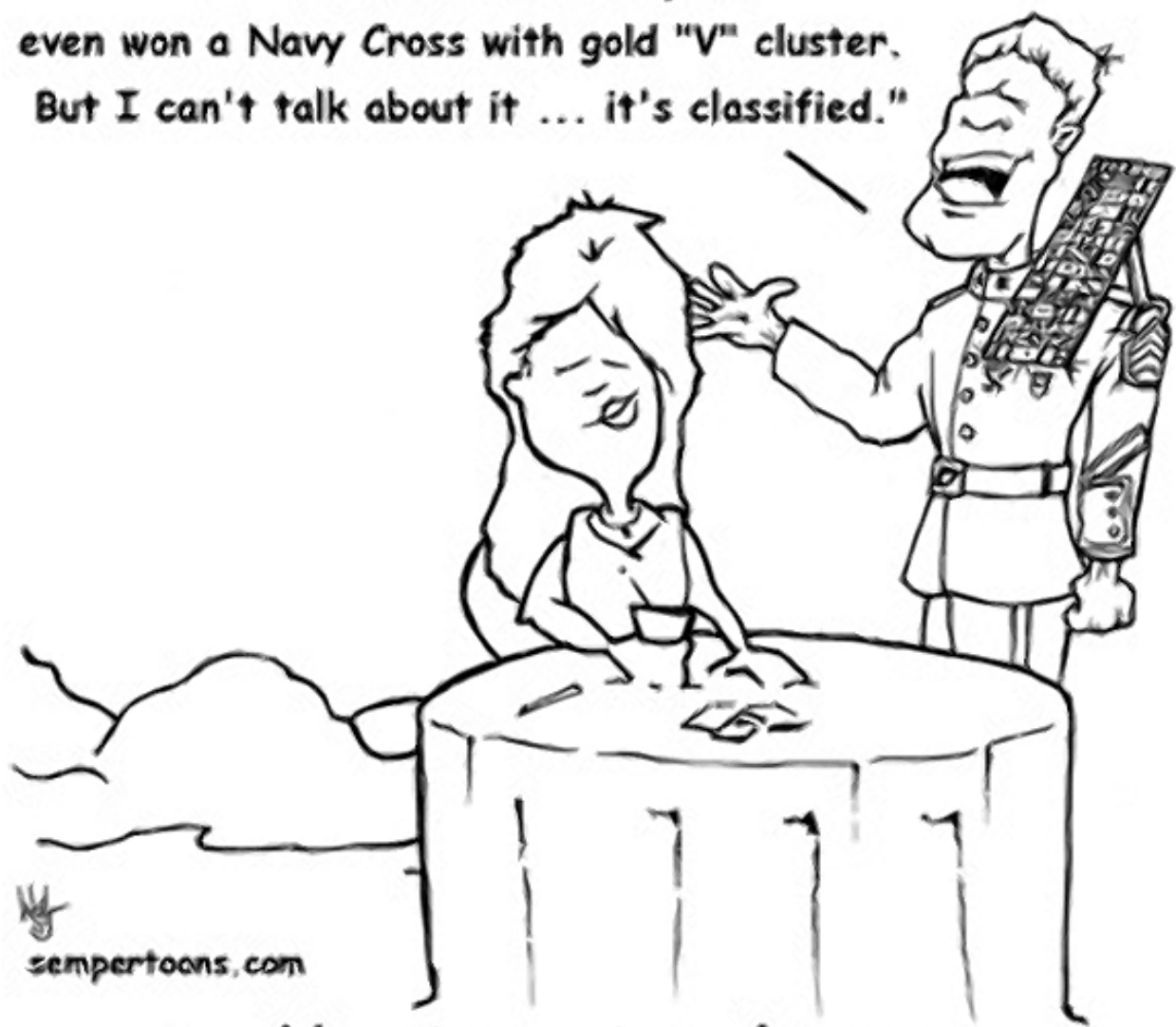
Adjutant's name (signature)

Sr. Vice Cmdt's name (printed)

Sr. Vice Cmdt's name (signature)

Date

"I've been there baby ...
even won a Navy Cross with gold "V" cluster.
But I can't talk about it ... it's classified."



How to spot a phoney

Chapter 2

In This Chapter

- Background information segment of the Nominee package
- Understanding what should be in it
- Using the provided PDF form to complete this segment

Ok, so you have filled out and printed your Detachment's Nominee cover letter. You're moving along just great! Now we need to type out your Nominee's background information.



NO, we are not going to run a background check on this Marine to see if he ever had a speeding ticket, spit on the deck or walked around in civy clothes without a belt on! This is not what we mean by gaining background information!!!

NOMINATION BACKGROUND INFORMATION

(1) This information is not used in the selection process. If the nominee is selected, this part shall be used to introduce the MOY at the banquet or subsequent news releases.

In this part of the Nominee package, you are giving a bulletized (heh, heh, we said 'bullet'!) overview of what this Marine has done so that this will be his/her introduction leading up to announcing their name as the Mideast Division Marine of the Year.

As shown in the example, a simple paragraph could read:

“Marine John Smith joined the Marine Corps League in July of 2005. During that time he held this office/offices of..., he performed these task/tasks of ..., he performed at a level that was in keeping with the mission of the Marine Corps League.....” and so on and so forth. You get the point. Keep it generalized, yet somewhat detailed as if you were introducing a surprise Guest Speaker for some event you would be holding. That's the feeling you should supply. Just enough information to keep everyone wondering and then the grand unveiling of the Marine's name at the end.



Tip – Try to include items at the community, Detachment, Department, Mideast Division and any other level of the Marine Corps League. Including information on activities in the Military Order of the Devil Dogs and/or Marine Corps League Auxiliary levels do not necessarily have any bearing on what you do as a Marine Corps League member. Remember, this award is about the MCL, not the MODD or the Auxiliary. You can certainly add in bullet points from these areas, but they may not necessarily be used.

On the next page, you will see a basic format for the background information page for your Detachment's Nominee.

You will notice that your Detachment's name and number have already been copied over from the cover letter that you already filled out (Isn't technology great!).

Click your mouse onto the body of the page where you will be able to type in the background information on your Detachment's Nominee. You do not have to use up all of the space provided. A basic paragraph or two totaling 4-8 lines will do just fine. Remember, this should be written as if you were introducing a Guest Speaker to the podium. It is about stating facts about this Marine's history in the League which lead him/her to this achievement point today.

Once these two areas have been filled in, simply print the page (using that handy-dandy print button on the bottom right hand of the page) and you have finished step #2 in the process of filling out this Marine's Nominee package. (And you thought this was going to be hard!) Let's move on to Chapter 3!

MARINE CORPS LEAGUE

Mideast Division



Background Information

Chapter 3

In This Chapter

- Writing the accomplishments segment of the Nominee package
- Understanding what should be in it
- Using the provided PDF form to complete this segment

Wow, you're already to this point in putting together your Detachment's Nominee package! **OUTSTANDING!!!** Now you are at the accomplishments stage of the package. This is where you really need to put your efforts into. This is the 'meat and potatoes' section of the entree. The primary section where your Detachment Nominee needs to shine! You can think of this section as a Résumé for a job. This is where you "sell" your Nominee. What is written here will ultimately determine if your Nominee is deserving of this award!

NOMINEE ACCOMPLISHMENTS

(1) A brief, succinct statement of why the nominee should be selected and a summary of accomplishments written in numbered and bulletized form for quick reference.

(2) Accomplishments should not exceed two pages.

(3) This is the primary document used by the selection board.

Uhm.... What the heck does 'succinct' mean???



According to the dictionary:

suc·cinct [suh-singkt] – *adjective*

- Expressed in few words; compact; concise.

Writing a brief statement on why you think your Detachment Nominee should be the Mideast Division Marine of the Year should be a very powerful, yet short, statement. This statement should summarize what the entire Detachment believes in about this Marine. Here is an example:

Why this Nominee should be selected as the Mideast Division MOY

This Marine/FMF Corpsman.....[Type in way you believe this person deserves to be the MED Marine of the Year]For these reasons stated, the [XXXXX] Detachment #[XXXX] membership has selected Marine/FMF Corpsman John Smith to be their Nominee as the 2014 Mideast Division Marine of the Year.

Just remember three words; compressed, yet detailed! Got it? Good! Let's march on.

Now we know there are many Marines out there that do quite a bit of work within the League. Many of them are on committees at the Detachment level (I.E. – Honor Guard, Toys for Tots or other special committees). Some are even working or assisting at the Department, Division and/or National levels. Awesome! These are the accomplishments that need to be added to this package. There is just one thing you need to keep in mind. Everything you list **MUST NOT** exceed two (2) pages. This takes us back to our newly learned word today; **succinct**. Remember, your “selling” your Detachment Nominee to the Mideast Division MOY Committee. Use every bell & whistle you can to promote your Nominee, but keep your information brief and to the point. If you simply have too much information to put on both pages, then prioritize the most important information to be added first, then see what room you may have left over to add more.



Remember – You do not have to use the template provided in this book. You can always create your own accomplishment pages with your favorite word processing software. You may find that you are able to add more information to your form than what is provided for you here.

“Ok, so how do I even start to put these accomplishments together? I have to number and bulletize everything? That sounds hard. HELP!”

Easy there Marine! Take a drink from your canteen and sit in school circle formation (I know. School circle formation doesn’t really work with just one Marine, but you get the concept we’re trying to make, so”**EYEBALLS!**”)

Here is a basic example of how you will want your accomplishments to look:

2013-2014 Accomplishments:

1. Detachment

- John recruited X members.....
- John started this program/project.....
- ?????

2. Community Involvement

- Involved with a Toys for Tots fundraising effort.....
- Assisted Color Guard.....
- Involved with a Memorial Day program..... wreath laying ceremony.....
- ????

3. Department Involvement (If applicable)

- Volunteered to be a part of the.....
- Currently holds/held the position of.....

4. Miscellaneous

- Division participation.....
- National participation.....
- ?????

So what do you think? Not so hard at all now is it? It's almost like being given the answers to a test by your teacher before you take it. You simply just can't fail. That's what this book is all about!

Lastly, once you have clipped off all the Irish pennants and have completely field day'd this section; you must print out one (1) copy to be added to your final Nominee package.

So, what would a sample page look like if this were all thrown together? The next page will show you. Keep in mind you still have a full second page to still add more accomplishments on.



Tip – Give yourself plenty of time to sit down with the Detachment Nominee and whoever else assisting with putting this packet together from your Detachment. Take the time to get timelines of events and accurately document everything you want to add to this package.

The following two pages, after the example page, are yours to fill in all of the accomplishments. Again, your Detachment name and number have already been filled in so that's one less thing you need to deal with. When you're done, proceed to the next chapter!

MARINE CORPS LEAGUE SEMPER FIDELIS DETACHMENT #1775



Why this Nominee should be selected as the Mideast Division MOY

This Marine/FMF Corpsman.....[Type in way you believe this person deserves to be the MED Marine of the Year]For these reasons stated, the [XXXXX] Detachment #[XXXX] membership has selected Marine/FMF Corpsman John Smith to be their Nominee as the 2014 Mideast Division Marine of the Year.

2013-2014 Accomplishments:

1. Detachment

- John recruited X members.....
- John started this program/project.....
- ?????

2. Community Involvement

- Involved with a Toys for Tots fundraising effort.....
- Assisted Color Guard.....
- Involved with a Memorial Day program..... wreath laying ceremony.....
- ????

3. Department Involvement (If applicable)

- Volunteered to be a part of the.....
- Currently holds/held the position of.....

4. Division Involvement (If applicable)

- Division participation.....

5. Miscellaneous

- National participation.....
- ?????

MARINE CORPS LEAGUE



Why this Nominee should be selected as the Mideast Division MOY

MARINE CORPS LEAGUE

Mideast Division



Chapter 4

In This Chapter

- Learning how to submit the optional supporting information section of the package
- Understanding what should be in it
- Using the provided PDF form to complete this segment

This section compliments the previous section of your Detachment Nominee's accomplishments.

NOMINEE SUPPORTING INFORMATION (optional)

Supporting information should be organized to allow quick reference to the numbered and bulletized summary on the Accomplishments page(s).

This information should contain detailed information regarding accomplishments, copies of awards, newspaper articles, etc about the Nominee.

This is a **GREAT** way to visually show your Detachment Nominee in action! Print out copies of his MCL awards that he has earned over the past couple of years. Photocopy newspaper articles and highlight the areas pertaining to how your Nominee was involved. Utilize pictures taken by your Detachment that show your Nominee involved in the different projects/functions that he/she participated in. All of this will look outstanding when they are put in chronological order mirroring the accomplishments section. This is the gear you want to add as flavor to your package!!!



Remember – This is an optional section of the Nominee package. You do not have to complete this if you don't want to, however even a picture or two can really help understand the level of involvement and commitment your Nominee has made to the League and his/her community over the past year. There is no limit to how many pages this section is either, so use it to your advantage!

The next two pages show an example of how your supporting information pages can look.

Once you're ready to start putting your own supporting information pages together, you can go ahead and use the template pages provided after the example. Again, if you would rather create your own form to use, please do so. This form is provided to just give you an idea of what it could look like. Carry on Marine. See you in the next chapter!

MARINE CORPS LEAGUE

Semper Fidelis Detachment #1775

Mideast Division



Supporting Information

1. Detachment

Picture of him/her at Officer Installation.



a. U.S. Patriotism Certificate of Appreciation Awards

- Acme Novelty company Award



MARINE CORPS LEAGUE

Semper Fidelis Detachment #1775



Toys for Tots



Community Support



Miscellaneous



MARINE CORPS LEAGUE

Mideast Division



MARINE CORPS LEAGUE

Mideast Division



MARINE CORPS LEAGUE

Mideast Division



MARINE CORPS LEAGUE

Mideast Division



Chapter 5

In This Chapter

- Putting the whole Nominee package together for submittal
- Making the deadline to turn your Nominee package in
- Celebrating your success for a job well done preparing the Nominee package

Here you are. Your Nominee package is now complete. **Oooohhhhh-rahhhhhhh!** All we need to do now is submit it. But how is that done?

NOMINEE PACKET SUBMISSION

- Each nomination submitted shall be placed in a sealed 8 1/2" x 11" or larger envelope and addressed to: "President, Mideast Division Marine of the Year Society."
- Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, Mideast Division Marine of the Year Society, at their address found on the Mideast Division Staff Roster on the Mideast web site, and post marked no later than 30 days preceding the annual Mideast Division Conference, at which the nominee is to be judged.
- The Society will not accept any nominations which was not submitted and/or received by the Mideast Division Adjutant as is stipulated herein. (see Enclosure Four (4) of the National Bylaws).
- The Mideast Division Adjutant shall, without opening the envelope, record the name of the Detachment submitting a nomination in the Division Conference business meeting minutes.
- The Mideast Division Adjutant shall forward all of the received packets, UNOPENED, to the President of the Mideast Division Marine of the Year Society within five (5) days after the deadline date for submissions. The Board will then assemble and proceed with the selection process.



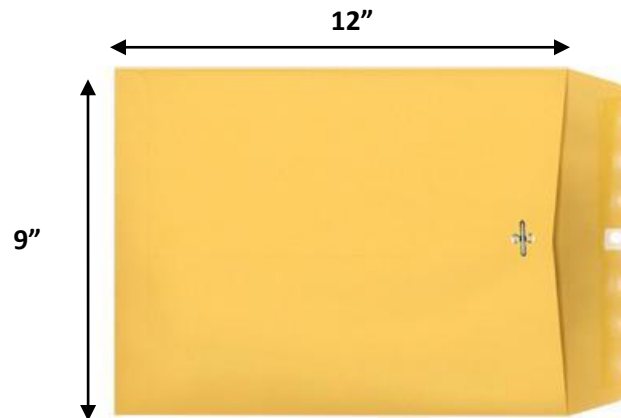
Warning! – This is actually one of the most critical parts of the Nomination package. You can write the best package ever made; however, if it does not follow the specific requirements pertaining to how to put the package together, then your package will be put to the side and not even considered. Do not take this lightly!

This truly is an important part of the process in putting your package together. It is not difficult at all to do, it just is not on the top of everyone's mind because they are so thrilled with how the package contents read that the submission part of the By-Laws just slips by them.

Just follow along and we'll wrap this section up for you. **Follow us Marines!!!** (Uhm, that just means to turn the page.....)

Ok. What do we do first?

Per the By-Laws, you must seal your entire package in an 8 ½" X 11", or larger (9" X 12" is a common size), envelope. You can get these at any local store that sells stationary, like Wal-Mart or Office Max.



DO NOT FOLD ANY PART OF THE NOMINATION PACKAGE!!!

Repeat after me! DO NOT...FOLD...ANY PART...OF THE ...NOMINATION...PACKAGE!!!

PLEASE keep that in the front of your brain housing group!

Now, take all of the pages that you printed out and separate them into sections of the cover letter, background information, accomplishments and supporting information. It is preferred that you do not staple any of the documents together. Stack all of the sections together, in the order just stated, and place them in the envelope. You can now seal the envelope.

The next thing you want to do is add the appropriate address on to the front of the envelope. The sealed envelope must be addressed with specific wording on it. It must read:

To: "President, Mideast Division Marine of the Year Society"

From: *Semper Fidelis Detachment #1775* [Your Detachment name & number here on this line]

The next page gives you the ability to print out an address label that can be adhered to your submission envelope. Your Detachment name and number will already be filled in for you, so just print out the page, cut out the label and apply it to the envelope. (How's that for convenience?!)



**To:**

President, Mideast Division
Marine of the Year Society

From:

Now you're rolling! You've got your Nominee package address label filled out, printed and welded onto the front of your submission envelope. Now you have a **COMPLETE** package ready to be submitted!!!

Do **NOT** wait until the last minute to submit in your Detachment's package. It is **YOUR** Detachment's responsibility to mail it to the Mideast Division MOY Committee Chairperson. This Chairperson's contact information can be found on the Mideast Division Staff Roster on the Mideast web site.

Once you have properly forwarded on your Detachment's Nominee package, you can then say your mission has been completed. At this time, take a moment to reflect on all the hard work you put into this package. Your Detachment, and your Detachment's Nominee, can now feel very proud of the work that you have accomplished. As it is said, the hardest thing about doing anything is doing it for the first time. If your Detachment has never completed a Mideast Division Marine of the Year package before, then you can certainly feel very proud now that you have taken the steps to not only recognize a fellow Marine Corps League member for what they have contributed to the League and their community, but for taking the steps, as a Detachment, to rise up and be a part of his/her possibility of becoming the Mideast Division's next Marine of the Year!

Congratulations to you for submitting your Nominee package, whether you use this information or not. We salute you for the effort that you put in to recognize one of your own and certainly know the feeling of what it feels like to have been nominated and supported by our Detachments to have been selected for this most prestigious award!

Chapter 6

This chapter gives you the complete National Administrative Procedures section on the Marine of the Year. This is good information to have since this book is based off of them. If you ever have any doubt about how to fill out your Nominee's package, we strongly suggest you talk with the current President of the Marine of the Year Society or any other Recipient of the Mideast Division Marine of the Year Award for consultation. If your Nominee does not happen to win the year you submitted him/her, then you can always try again the following year. Always remember, your Nominee has already **EARNED** the title of **MARINE**. **That is with you FOREVER!** That is the ultimate title the precious few of us have earned and can always be proud of!

GOOD LUCK TO YOU ALL!



ENCLOSURE FOUR (4)
MARINE CORPS LEAGUE AWARDS

CH 2-96

MARINE OF THE YEAR

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate **only at the Detachment level**. No individual member of the Marine Corps League, or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment. The nominee shall be a **regular member** of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination.

Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Subsection One (1))

ADMINISTRATIVE PROCEDURES
CHAPTER THREE
NATIONAL STAFF

(h) **NATIONAL MARINE OF THE YEAR SOCIETY**

(1) **Composition**

CH 2-96 (a) The National Marine of the Year Society shall be comprised of all past recipients of the National Marine of the Year Award in attendance at the Annual Convention.

CH 2-96 (b) The Society shall have no less than three (3) members.

(c) Each member must be a member in good standing of the Marine Corps League.

(2) **Nominations** - A letter of nomination for the National Marine of the Year Award must be submitted in the following manner:

(a) Letters of Nominations will only be accepted only from a Detachment.

(b) All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for National Marine of the Year, was approved by the detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

(c) Each nomination submitted shall be placed in a sealed envelope and addressed to: "President, National Marine of the Year Society."

(d) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, National Marine of the Year Society, c/o Marine Corps League National Headquarters, at their address at that time, and post marked no later than 20 July, preceding the National Convention, at which the nominee is to be judged.

(e) The Society will not accept any nominations which was not submitted and/or received at Marine Corps League National Headquarters as is stipulated herein. (see Enclosure Four (4)).

CH 2-96 (3) Duties - The National Marine of the Year Society shall:

(a) The President of the National Marine of the Year Society shall receive all Letters of Nomination from the National Executive Director of the Marine Corps League, insuring they are all sealed.

(1) All Letters of Nomination for National Marine of the Year received from the National Executive Director of the Marine Corps League shall remain sealed until the Society meets at the National Convention.

(b) Judge each nominee received from the National Executive Director of the Marine Corps League.

(c) Attest by signature of each member of the Society present, that the nominee was judged.

(d) Return, to the National Executive Director of the Marine Corps League, in its respective envelope and sealed, the resume of each nominee.

(4) Responsibilities

(a) The National Marine of the Year Society is responsible for the following:

(1) Presenting the Marine of the Year recipient at the closing banquet of the Convention.

(2) Presenting the Marine of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.

(b) The Executive Director of the National Marine Corps League, will assist the National Marine of the Year Society in the following manner:

(1) Accept all nominations which are submitted in accordance with the requirements of this section.

(2) Stamp the sealed enclosed envelope with a rubber stamp furnished by National Headquarters which shall include but need not be limited to the following data information:

- Date received by Executive Director
- Space for assigned progressive number
- Date the Society received the nomination from the Executive Director
- No less than five (5) lines on which the Society members shall attest by signature that the nomination was considered
- Date the Committee returned the sealed envelope to the Executive Director
- Date the Executive Director (by Certified Mail, Return Receipt Requested) returned the nomination to submitter.

CH 6-00 (3) Deliver to the Society President at the National Convention all nominations which were received at National Headquarters.

(4) Return (by Certified Mail, Return Receipt Requested) to the respective Detachments each nomination which is returned.

(5) Ordering and purchasing of the Marine of the Year Award.

CH 7-01 (6) The National Marine of the Year Society shall meet annually during the National Convention and may meet during the National Board of Trustees' Mid-Winter Staff Meeting if necessary.

CH 2-96 (a) No meeting of the National Marine of the Year Society shall be called during an open session of the Marine Corps League's National Convention or the National Board of Trustees' Mid-Winter Staff Meeting.

(5) A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 1987 edition of the Marine Corps League's National Bylaws, as amended.

E-book Version changes

2014 Edition

- On page eleven, added in the ability submit FMF Chaplain's for Division Marine of the Year.
- Updated the Mideast Division logo removing the Saudi Arabia and Puerto Rico Detachments.
- Updated the requirements to send your completed packet to the Mideast Division MOY Chairperson vice the Mideast Division Adjutant. The Mideast Division MOY Chairperson's mailing/contact info will be available on the Mideast Division Staff roster from the Mideast website.

2020 Edition

- On page 31, removed the reference to send your completed packet to the Mideast Division Adjutant. The packet will be mailed directly to the Mideast Division MOY Chairperson. Their mailing/contact info will be available on the latest Mideast Division Staff roster located on the Mideast website.
- Added PRINT button to page 33.
- Updated Mideast Division logo on all of the pages containing one.