**Guidelines for Department Marine of the Year & Associate of the Year**

1. **Purpose:**

This procedure sets Guidelines and Procedures for selecting a Department Marine of the Year and Department Associate of the Year. The process ensures equal, fair and impartial guidelines for the nominees. The Department Marine of the Year shall be awarded only one (1) award per recipient. The Department Associate of the Year may be awarded to a recipient twice, provided that there is five years between the awards.

The award should be considered for each year period from 1 June to 30 May,

but may use longer periods to show continuity.

1. **Scope**

The procedures and criteria contained herein are to be followed in the nomination, selection, and recognition process for the Department Marine of the and Department Associate of the Year. It is the intent that these procedures shall be binding on all Department Officers, Detachment Commandants and all Detachment members.

* 1. The procedures and criteria are to be part of the Department Standard Operating Procedures and may only be changed by a Majority vote of all assembled at a regularly Quarterly meeting or Department Convention.

1. **Composition of Committees**

The Department MOY or Department AOY Committees shall be composed of all past Department Marines of the Year and Department Associate of the Year recipients respectively, with the last year’s recipients as Chairperson. If that member is not in attendance of the Department Convention, this position shall revert to the most recent recipient. A minimum of three (3) previous Department MOY and Department AOY will be necessary for a valid process.

1. **Duties**
   1. The letters of nomination shall remain sealed until opened by the Department Marine of the Year and the Department Associate of the Year Chairpersons.
   2. The Department MOY Chair and Department Associate Chair will strip the respective cover sheet (nominee’s information) from each letter of nomination. The Chairperson shall assign each Nomination Letter a number, make copies of the Nomination Letters and grading sheet to be put in an envelope for each numbered nomination, and make the distribution of the numbered envelopes and letters to members of the Department MOY or Department AOY Committee member at an appointed time at the Department Convention.
   3. The members of the Department MOY Committee and Department AOY Committee shall judge and grade each Numbered Letter of Nomination, sign each envelope with the grade and return all graded envelopes to the Department MOY and Department AOY Chairperson. In the event of a tie, the Chairperson shall cast a vote to break the tie.
   4. The Department Adjutant shall maintain all files and correspondence for two (2) years. After the second year, the Department Adjutant shall destroy all MOY and AOY correspondence and files, with a report, verbal or written, at the Department Convention. Such report shall be made as part as the Department Adjutant’s report and shall state only that the “Marine of the Year” and “Associate of the Year” files for the Year (state year) have been destroyed. The Adjutant will update the records of MOY and AOY.
2. **Responsibilities**
3. It is the responsibility of the Department MOY and Department AOY Committees to maintain absolute impartiality and confidentiality in the execution of their duties in the selections of the Department MOY and AOY.
4. The Department MOY and AOY Chairpersons will receive all returned nominations and tabulate the Department MOY and Department AOY members selection preference/vote for the Department MOY and Department AOY. The names of all nominees and all the tabulations will be recorder in writing, dated and signed.
5. The Department MOY and AOY Chairpersons will place the selected Department MOY or Department AOY name and Detachment name, along with the number in an envelope and seal it. The sealed envelopes shall be presented to the Department Commandant at the Department Convention. There shall be no person except the Department MOY Chair and Department AOY Committee Chairperson who has knowledge of the selectee until announced by the Department Commandant at the Department Convention Banquet.
6. The Department MOY Chair and the Department AOY Chairperson shall be responsible in notifying the Budget Committee Chairman for budgeting and the purchasing of plague to be engraved and the Department Marine of the Year Medal and ribbon. At the Department Convention Banquet, the Department Commandant and the Chairpersons of the MOY and AOY, together, will make the presentation of the awards.
7. The Department MOY Chair and Department AOY Chair will NOT accept any nomination that was not postmarked by the cut off date of May 15.

**Department Marine of the Year and Department Associate of the Year**

1. **Nomination**

Letter of Nomination must be signed by the Detachment Commandant and the Detachment Adjutant. In the event the nominee is the Detachment Commandant, the letter shall be signed by the Detachment Senior Vice Commandant and the Detachment Adjutant. If the nominee is Detachment Adjutant, then it shall be signed by the Detachment Commandant and Detachment Sr. Vice Commandant.

1. Only one (1) Letter of Nomination for Department MOY and Department AOY shall be accepted from each Detachment. A previous recipient of the Department Associate of the Year shall not be re-nominated until at least five (5) years have passed.
2. Each nomination shall be placed in a sealed envelope and marked: Attn: “Marine of the Year Chair” and/or “Associate of the Year Chair” and mailed to the Department Commandant, who will then mail them to the Department MOY Chair and to the Department AOY Chair All nominations shall be mailed thru the United States Postal Service by PRIORITY MAIL, and postmarked no later than 1 May each year.
3. **Selection**

The nominee must be a member in good standing and nominated by majority of the members present. Place the nomination in an envelope and mail to the Department Commandant no later than 15 May of each year.

1. **Nominating Letter**

The nominating letter must be typewritten.

1. Thoroughly detail the nominee’s contributions, activities and achievements over the past year. The detail may show up to five (5) years for continuity. Activities should include, but not be limited to offices held, if any, offices held with Department or National, if applicable, work projects, money raising projects, community activities, civic activities, Honor/Color Guard, firing details, social activities, length of service in the Marine Corps League, and awards/recognitions received. Must be signed by proper Detachment Officers and properly mailed by 15 May to the Department Commandant.

**Sample Department Marine of the Year and Department Associate of the Year Nomination Cover Letter.**

Nominee Chesty Puller

Detachment Name & Number Podunk Marines

Detachment 412

City & State Anytown, SC

Nomination Number \_\_\_\_\_\_\_\_\_\_\_\_

(For Chairperson Use)

Total Points received \_\_\_\_\_\_\_\_\_\_\_\_

**(**For Chairperson Use)

**Sample Nomination Letter**

This Marine/Associate is nominated for Department of South Carolina, Marine of the Year or Associate of the Year.

This Marine/Associate has not missed a regularly scheduled Detachment meeting, three Quarterly Conferences and the State Convention. He/she has been involved in the Department and Detachment Activities by organizing, chairing and participating in our projects.

This Marine/Associate chaired and collected food for the underprivileged in our Thanksgiving Basket and Christmas Pantry projects. This year’s efforts resulted in 815 pounds of canned goods, 65 pounds of fresh vegetables and 15 turkeys during Thanksgiving. For Christmas, the project collected $715 in gift certificates, 225 canned goods, 11 turkeys and 10 gift certificates. He/she organized, coordinated and helped to deliver to 50 needy families during the Holiday season.

Having been a Detachment officer for the past two years, this Marine/Associate stepped down from an elected/appointed officer, but remains very active in supporting the Detachment and Staff. He/she has been appointed to chairperson of the Department convention Committee and works with recruiting and retention. He/she is the editor of the Detachment newsletter and has received third place in the National Newsletter Competition,

The Marine/Associate is Boy Scout leader in the local community with 13 boys in the Troop. He takes the boys on overnight camping trips, hiking, biking and working on badges.

This Marine/Associate recruited three (3) members this past year, one of them is home bound and he/she picks them up whenever possible for the Detachment meetings and functions.

This Marine/Associate has been involved with the city and county in trying to organize various local veteran’s organizations for the past 18 months into a consolidated veterans council to support and coordinate various civic activities for Veterans.

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Detachment Commandant or Detachment Adjutant or

Det. Sr. Vice Commandant Det. Sr. Vice Commandant

**Scoring Sheet**

**Department Level**

Attends Department Quarterlies 10 points

Participates in Dept functions and Conventions 10 points

Serves on Committees 5 points

Holds/or has held an elected/appointed office 5 points

**Total 30 points**

**Detachment Level**

Attends Detachment meetings 5 points

Participates in Detachment functions 5 points

Serves on Detachment Committee 5 points

Holds/or has held an elected/appointed office 5 points

**Total 20 points**

**Community Outreach Services**

Volunteers time at VA & Community Hospitals (VSO , 4 points

VAVS, Van Driver, Community Nursing Homes)

Youth Activities (Scouts, Young Marines worker, etc.) 4 points

Active participant in Toys for Tots program 4 points

Participates in Detachment Color /Honor Guard 4 points

(Including joint with VFW, American Legion, Reserve Units)

Funeral Details and Greeting returning Military members, 4 points

participates in Veterans Programs ( ie Memorial

Day, Veterans Day, Independence Day)  **Total 20 points**

**Grand Total 70 points**