

Department of Illinois MARINE CORPS LEAGUE



2009

DEPT. OF ILLINOIS MARINE OF THE YEAR

It is not too early to consider your potential nominees for the “DEPARTMENT OF THE YEAR” award. Plans carefully laid bring the best results.

SUBJECT: SUBMISSION PROCEDURE FOR DEPARTMENT MARINE OF THE YEAR AWARD

1. Any member of any detachment, or member at large, within this Department, who has been in good standing with the Marine Corps League for two (2) consecutive years (including the current year) is eligible to nominate a member in good standing of his/her choice to receive this award, likewise, such nominee must be in good standing for a minimum of a two (2) year period.
2. To qualify the nominee for consideration, a letter of submission must be submitted by the Detachment Commandant of which the nominee is a member. Should the nominee be the Detachment Commandant, this submission letter must be signed by the next ranking Detachment Officer. **This letter must have a statement of certification from the Detachment Commandant and the Adjutant stating that the nominee was approved by the Detachment by a majority vote.** and in the event the nominee is submitted for “National Marine of the Year” by the Department Marine of the Year committee.
3. The required “Letter of Submission” is merely the vehicle which carries the nomination to the Department Marine of the Year committee. The letter of submission is to be accompanied by a **brochure type presentation** relative to the candidate, which must, as a minimum, include:
 - (a) A photograph of the candidate.
 - (b) A personal biography (in the third person) of the candidate.
 - (c) Marine Corps League record (both Detachment and, as applicable, the Department of the Candidate, to include citing of notable accomplishments.
 - (d) Resume’ of Marine Corps League and other awards received by the candidate with photocopies of same except where impracticable.
 - (e) Resume’ of candidate’s involvement within his/her community. (letters from community leaders attesting to the candidate’s involvement can assist in the committee’s deliberations).
 - (f) Any other facts and information that will assist the committee in their deliberation process.
 - (g) All photographs of activities participated in **must be captioned** giving the date, place and purpose of the activity.
4. The annual **deadline** of the **Department’s Fourth Staff Conference** is established for the submission of all nominations; that is, to be, **“in the hands”** of the department of the year committee no later than the close of the staff conference. Letters of submission and forwarding of nominations may be mailed or “hand carried” to meet such deadline. This deadline is **absolutely necessary** to allow ample time for the Department Marine of the Year committee to process the submission, the announcement and the presentation of the award which will be made during the annual convention banquet.
5. After conclusion of the convention, the Marine of the Year Committee will submit the above supporting documentation for the recipient of the Department of the Year award to National Headquarters for consideration as a candidate for the National Marine of the Year award. The letter of submission included with the presentation for the National Marine of the Year Award needs to be revised if necessary to show that this nomination is for the **National** award and must be from the candidate’s **Detachment** and be signed by the **Detachment** Commandant and **Detachment** Adjutant.

Be fair to your nominee. Give proper attention to all details, especially paragraphs 2 and 3. Check the work sheet and **use it**. Often worthy candidates are not afforded just recognition due to the absence of details in hastily prepared brochures or documentation.

Refer to Section 300 (i), Page 3-4 of National Administrative Procedures for full details.

Please mail your nominations to:

Mike Ruffner, 2009 Department Marine of the Year
40557 N. Minena St.
Antioch, Illinois 60002-9763

Any questions call (847) 838-4107 or e-mail ruffnermb@aol.com