

*'Shell packet' Follows the DoNC By-Laws  
so your Nominee's packet meets all of the requirements!*

# Department of North Carolina 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!*



**2014  
Edition**



***DoNC MOY***  
***Nomination Packages***  
**FOR**  
**JARHEADS**

**by Hank “Doc” Kaczmarek, 2009 DoNC MOY  
and Bruce Rakfeldt, 2008 DoNC MOY**



**JARHEAD PUBLISHING, INC.**



## *About the Authors*

**Hank “Doc” Kaczmarek** (right) is the 2009 Department of North Carolina Marine of the Year recipient. Doc is a FMF Corpsman and the Charter Detachment Commandant of the Capt. Jeb F. Seagle Detachment #1265 located in Lincolnton, North Carolina.

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

Both of these Marines felt compelled to break down the Department By-Laws of how to submit a Department Marine of the Year nomination package because, even though the administrative procedures on how to do so were available, they seemed to be very confusing and detailed when trying to follow them, hence there did not seem to be a lot of Detachment submissions over the past years. They realized that many Detachments were not sure as how to actually put one together. Their ‘vision’ is to have every Detachment in the Department 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 Department of North Carolina Marine Corps League members and to any other Marine Corps League member that can utilize this book for their Department!

## *Acknowledgments*

We'd like to thank the Department of North Carolina for allowing us to create and distribute this book. A lot of time was put into developing it and we look forward to seeing its positive results by knowing that every North Carolina Detachment has submitted a Department of North Carolina Marine of the Year Nominee package at every Department Convention. 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.

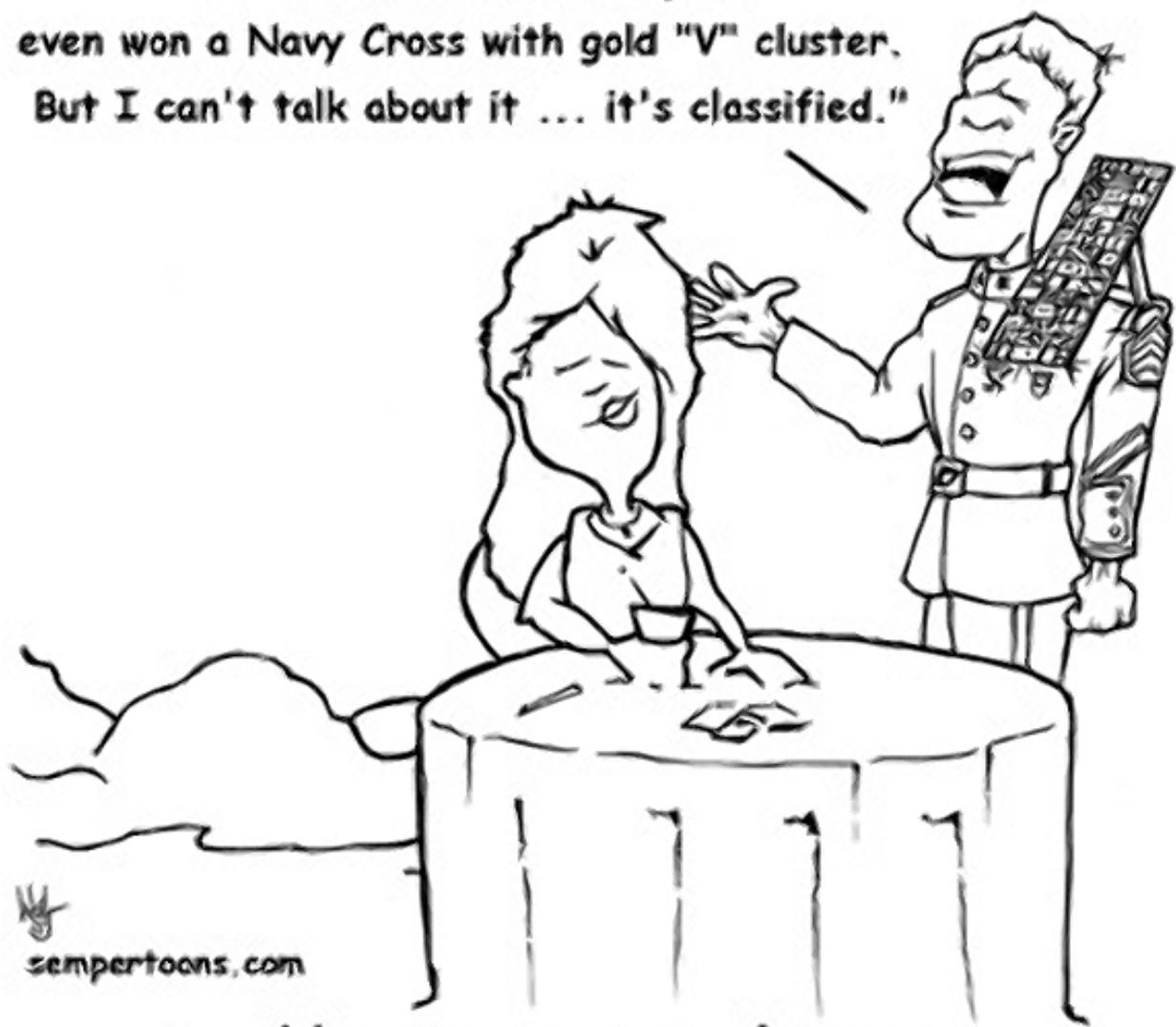
**Technical Stuff**



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

**Warning!**

**"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 1

## In This Chapter

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

So, you're ready to put together a Department Marine of the Year package for a well deserved Marine Corps League regular member. **GREAT!** All you need to do is download the Department 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 making the Department Marine of the Year administrative procedures a more understandable way to put your Detachment's package together. If at any time something you read in this book conflicts with the DoNC MOY administrative procedures in the By-Laws, then make sure you follow the administrative procedures as they are the law. Capeche? ☺

First of all, **WHO** is eligible to be a Department of North Carolina Marine of the Year recipient? In chapter one of the administrative procedures for the Department Marine of the Year, it states:

## **SECTION 120 – QUALIFICATIONS**

(a) Nominee must be a **REGULAR MEMBER IN GOOD STANDING** as defined in the National Bylaws of the Marine Corps League and a member of the Department of North Carolina.

(b) Nominee must be nominated by his/her detachment of the Department of North Carolina.

To break this down, your North Carolina Detachment's Nominee **MUST** be a Marine, FMF Corpsman or FMF Chaplain. Absolutely no Honorary, Associate or other type of member is eligible for Department 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 Department Convention. Notify your Detachment members that at your next monthly business meeting, the Department 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 your Detachment By-Laws to ensure you are following your selection procedure to the letter. Some Detachments may not have a section on nominating the Department 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 section 130:

### **SECTION 130 NOMINATION**

**(a) COVER LETTER** - The following components of the cover letter are mandatory:

- (1) Date the cover letter.
- (2) Identify the nominee by name and membership number.
- (3) State that the nominee is a regular member in good standing of the Marine Corps League as defined in the National Bylaws.
- (4) State that the nominee was selected in accordance with any applicable Detachment bylaws.
- (5) Certify all statements in the cover letter with the signature of the Detachment Commandant, or the Senior Vice Commandant if the nominee is the Commandant.
- (6) Only one copy of this part of the nomination is required.

All of the above requirements are already on the form. All you have to do is simply type in (NO HAND WRITING ALLOWED) the needed information in just four (4) lines of 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; 2010). 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 three lines have been filled in, simply print the cover letter, using the print button, and have your Detachment Commandant date, print and sign his/her name at the bottom of the letter and **VOILA!** You have completed your cover letter portion of the Nominee package!!!



# Department of North Carolina 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)

\_\_\_\_\_  
Date



## 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!!!

### SECTION 130 – NOMINATION

#### (b) 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.

(2) Submit one copy of this part of the nomination.

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 Department 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 ad 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



## Background Information



**I WANT YOU!**



**FOR THE  
MARINE CORPS  
LEAGUE**



# 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.

## SECTION 130 – NOMINATION

### (c) 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 shall not exceed two pages.

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

(4) Submit three copies of this part of the nomination. The Department MOY Selection Board shall, by majority vote, determine the eligibility of any nomination submitted with insufficient copies.

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 Department 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 DoNC MOY

This Marine/FMF Corpsman.....[Type in way you believe this person deserves to be the DoNC 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 2010 Department of North Carolina 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 and/or Division 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 Department 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:

### **2009-2010 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 of North Carolina (If applicable)**

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

#### **4. Miscellaneous**

- Division 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. 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 three (3) sets of copies to be added to your final Nominee package. (Go ahead; use your fingers if you get confused with numbers that large.)

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 is a part of the DoNC MOY committee for 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 DoNC MOY

This Marine/FMF Corpsman.....[Type in way you believe this person deserves to be the DoNC 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 2010 Department of North Carolina Marine of the Year.

### 2009-2010 Accomplishments:

#### 1. Detachment

- John recruited .....
- John started this program.....
- ?????
- ?????
- ?????

#### 2. Community Involvement

- Involved with a Toys for Tots 2009 fundraising.....
- Assisted Color Guard.....
- 2009 Memorial Day program..... wreath laying ceremony
- ????
- ????

#### 3. Department of North Carolina (If applicable)

- Volunteered to be a part of the DoNC.....
- ???

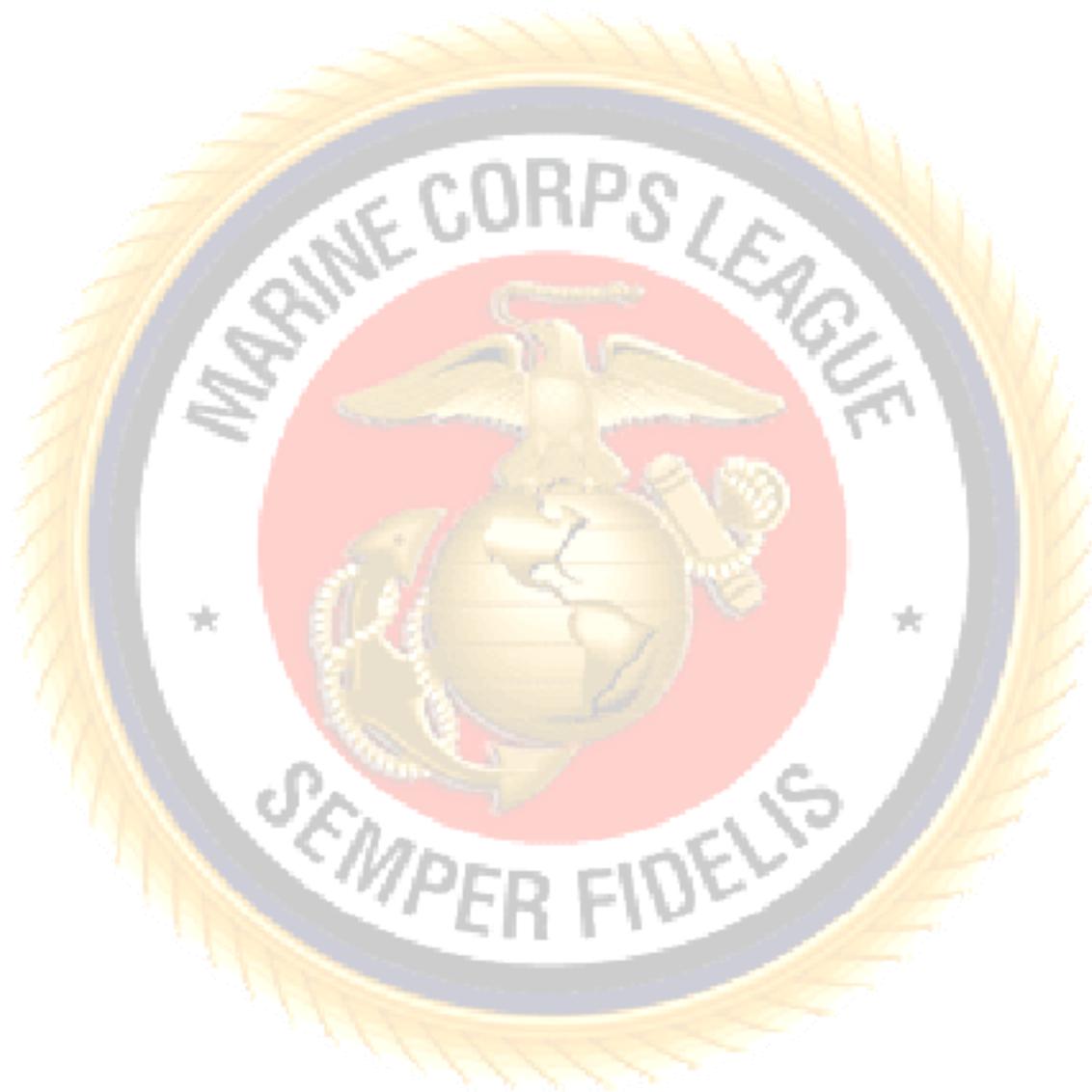
#### 4. Miscellaneous

- ?????
- ?????

# MARINE CORPS LEAGUE



Why this Nominee should be selected as the DoNC MOY



# MARINE CORPS LEAGUE





## 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.

### SECTION 130 – NOMINATION

(d) **SUPPORTING INFORMATION** (optional) - Only one copy of this part of the nomination is required. Supporting information shall be organized to allow quick reference to the numbered and bulletized summary on the Accomplishments page(s).

(1) Detailed information regarding accomplishments.

(2) Copies of awards.

(3) Newspaper articles.

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 year. 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. 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**



## 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



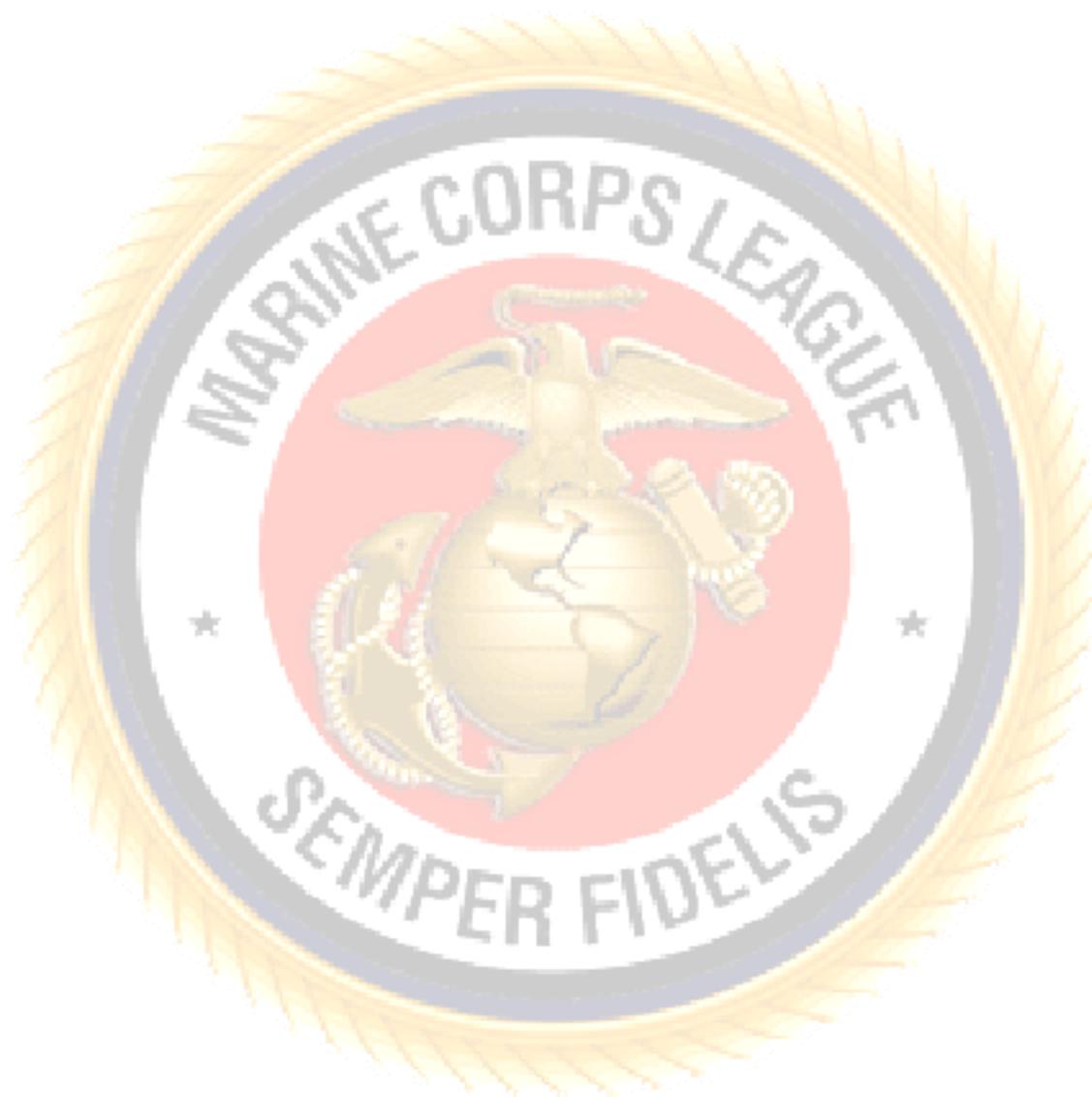
### Community Support



### Miscellaneous



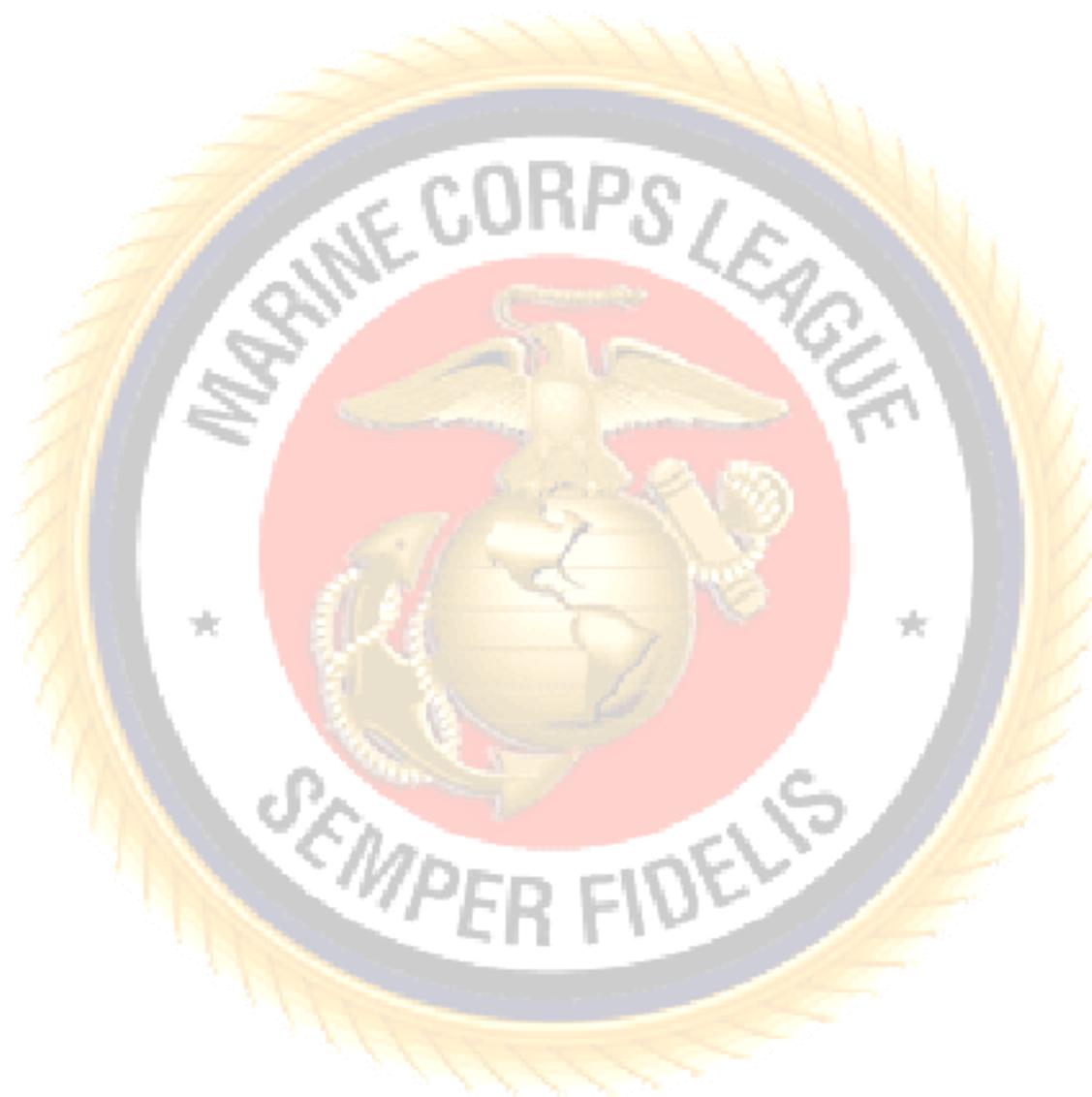
# MARINE CORPS LEAGUE



# MARINE CORPS LEAGUE



# MARINE CORPS LEAGUE



# MARINE CORPS LEAGUE



# MARINE CORPS LEAGUE



# MARINE CORPS LEAGUE





# 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

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

## SECTION 140 – NOMINATION PROCEDURES

### (e) Submission

- (1) The nomination must be placed in a sealed 8 1/2" x 11" or larger envelope – Folded submissions shall not be accepted.
- (2) The envelope shall be addressed to: "President, Department Marine of the Year Society" and shall identify the Detachment submitting the nomination.
- (3) Detachment Commandants shall hand-deliver the nomination package to the Department Adjutant on the Friday preceding the Department Convention no later than 1700. Verification of receipt of nomination packages MAILED to Department Adjutant shall be the responsibility of the sender.
- (4) The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting a nomination in the Department Convention business meeting minutes.
- (5) The Department Adjutant shall hand-deliver the envelope, UNOPENED, to the President of the Department Marine of the Year Board on the day the Board convenes for selection. The nominations shall remain sealed until the Board convenes. The Board shall convene no earlier than 1700, the Friday night of the Department Convention.



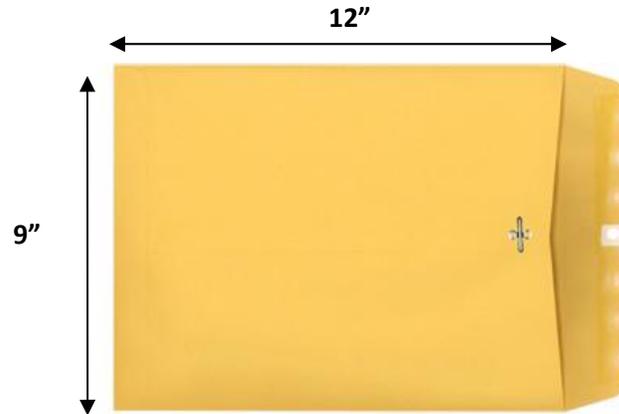
**Warning! – This is actually one of the most critical parts of the Nomination package. You can write the best package ever made; however, if it does not follow the specific requirements pertaining to how to put the package together, then your package will be put to the side and not even considered.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

This will be an automatic denial of your submission if there are any folds in any of the pages. **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. You may staple your accomplishment and supporting information individual sections 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, Department 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, Department  
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!!!

Per the By-Laws, this **MUST** be handed-delivered to the Department Adjutant (or Adjutant/Paymaster; not the Paymaster!) on the Friday, preceding the Department Convention, no later than 1700. Heed this warning!!! Do **NOT** wait until the last minute to submit in your Detachment's package. The minute you are able to locate the Adjutant, hand him your package. This could be the day or two before the Department Convention business meeting starts. It is **YOUR** Detachment's responsibility to turn it into the Department Adjutant. It is **not** the Department Adjutant's responsibility to remind you of that.

If you choose, you can mail your completed Nominee package (registered return receipt) to the Department Adjutant prior to the Convention at his/her mailing address found on the Department website under 'contacts'; however, **YOU** (the submitting Detachment) take the responsibility of ensuring the package arrives to the Department Adjutant in a timely manner, prior to the start of the Department Convention, and in the same quality that you mailed it out as. Sometimes there can be damage to your mail or your package may never arrive. This is unfortunate, but the chance you take by not hand delivering it. Please think wisely on how to submit your package so that you are 100% sure it makes it into the proper hands.

Once you have properly handed over 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 Department 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 North Carolina'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 Department of North Carolina Administrative Procedures section on the Marine of the Year. Here you can read word for word what is written in the current DoNC By-Laws. This is good information to have since this book is based off of these Administrative Procedures. If you ever have any doubt about how to fill out your Nominee's package, we strongly suggest you confer with the current President of the Marine of the Year Society or any other recipient of the Department of North Carolina 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!**



**DEPARTMENT OF NORTH CAROLINA  
ADMINISTRATIVE PROCEDURES  
CHAPTER ONE  
DEPARTMENT MARINE OF THE YEAR**

**SECTION 100 - DESCRIPTION** - This is an annual award presented to a regular member of the Marine Corps League who has rendered service and/or performed deeds above and beyond the duties and obligations required of a member of the Marine Corps League.

**SECTION 110 - FUNDING** - Funding for this award shall be as appropriated in the annual budget of the Department of North Carolina.

**SECTION 120 – QUALIFICATIONS**

- (a) Nominee must be a **REGULAR MEMBER IN GOOD STANDING** as defined in the National Bylaws of the Marine Corps League and a member of the Department of North Carolina.
- (b) Nominee must be nominated by his/her detachment of the Department of North Carolina.

**SECTION 130 - NOMINATION** - Each nomination package consists of four parts: (1) cover letter, (2) background information, (3) accomplishments and (4) supporting information. The nomination must be neatly typed. Handwritten nominations shall not be accepted. Normal capitalization must be used - proper nouns are difficult to discern when the nomination is typed in ALL CAPITALS.

(a) **COVER LETTER** - The following components of the cover letter are mandatory:

- (1) Date the cover letter.
- (2) Identify the nominee by name and membership number.
- (3) State that the nominee is a regular member in good standing of the Marine Corps League as defined in the National Bylaws.
- (4) State that the nominee was selected in accordance with any applicable Detachment bylaws.
- (5) Certify all statements in the cover letter with the signature of the Detachment Commandant, or the Senior Vice Commandant if the nominee is the Commandant.
- (6) Only one copy of this part of the nomination is required.

**(b) 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.
- (2) Submit one copy of this part of the nomination.

### **(c) 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 shall not exceed two pages.
- (3) This is the primary document used by the selection board.
- (4) Submit three copies of this part of the nomination. The Department MOY Selection Board shall, by majority vote, determine the eligibility of any nomination submitted with insufficient copies.

(d) **SUPPORTING INFORMATION** (optional) - Only one copy of this part of the nomination is required. Supporting information shall be organized to allow quick reference to the numbered and bulletized summary on the Accomplishments page(s).

- (1) Detailed information regarding accomplishments.
- (2) Copies of awards.
- (3) Newspaper articles.

### **SECTION 140 - NOMINATION PROCEDURES**

- (a) Only one nomination shall be submitted per detachment.
- (b) The nomination shall not be limited to the current year Detachment MOY. The Detachment may choose to submit a nomination that has a strong, on-going commitment to the League, while simultaneously recognizing another Detachment member's achievement at the Detachment level for the current year. However, Detachments retain the right to limit the nomination to the current Detachment MOY.
- (c) The Department MOY nomination must be endorsed (signed) and dated by the Detachment Commandant, who must abide by applicable Detachment Bylaws governing this award.
- (d) The nominee cannot be a former Department of North Carolina MOY - only one award per member.
- (e) Submission
  - (1) The nomination must be placed in a sealed 8 1/2" x 11" or larger envelope – Folded submissions shall not be accepted.
  - (2) The envelope shall be addressed to: "President, Department Marine of the Year Society" and shall identify the Detachment submitting the nomination.

- (3) Detachment Commandants are encouraged to hand-deliver the nomination package to the Department Adjutant on the Friday, preceding the Department Convention, no later than 1700. Verification of receipt of nomination packages MAILED to Department Adjutant shall be the responsibility of the sender.
- (4) The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting a nomination in the Department Convention business meeting minutes.
- (5) The Department Adjutant shall hand-deliver the envelope, UNOPENED, to the President of the Department Marine of the Year Board on the day the Board convenes for selection. The nominations shall remain sealed until the Board convenes. The Board shall convene, no earlier than 1700, the Friday night of the Department Convention.

#### **SECTION 150 - DEPARTMENT MARINE OF THE YEAR SOCIETY**

- (a) Shall be comprised of all past recipients of the Department of North Carolina Marine of the Year Award.
- (b) Each member must be a REGULAR MEMBER IN GOOD STANDING as defined in the National Bylaws of the Marine Corps League.

#### **SECTION 160 - SELECTION BOARD**

##### (a) Composition

- (1) The Department Marine of the Year (MOY) Selection Board (the Board) shall be staffed by members of the Department Marine of the Year Society and shall number no less than three, voting members.
- (2) The Department MOY Society shall be chaired by a President.
  - (a) The President shall be appointed by the Department Commandant.
  - (b) The President must be a member of the Department Marine of the Year Society as defined in SECTION 150.
  - (c) The President shall chair the Department MOY Selection Board.
  - (d) The President shall not vote on the Board unless he/she is the third (minimal) voting member necessary to form the Board or in the event of a tie vote on an even numbered board.
- (3) Each detachment is limited to a single voting member on the Board. The most recent selected MOY from the detachment, present and willing to serve on the Board, shall be the voting member.

- (4) Department MOY Selection Board members may only represent the detachment they had membership in when selected as the Department MOY, however a MOY that transfers within the State/Department may vote from the new Detachment.
  - (5) Any National Marine of the Year may serve as an ex officio member of the Department MOY Selection Board.
  - (6) This ex officio member shall not vote.
  - (7) The National Marine(s) of the Year shall serve as advisor/s to the President of the Department MOY Selection Board.
- (b) Board Deliberations – Deliberations of the Department MOY Selection Board are confidential and shall not be divulged to non-MOY Society members.
- (c) Board Procedures
- (1) The Board must receive a minimum of one (1) nomination before it can convene to select a Marine of the Year.
  - (2) The Board shall not meet during any open session of the Department Convention.
  - (3) All of the nomination packages shall be reviewed before the first vote is taken. Subsequent votes shall be taken to reduce the number of packages under consideration until such time as one nominee gets more than half of all of the votes available on the selection board.
  - (4) Only one MOY shall be selected per year – no ties or co-MOY's will be selected.
  - (5) The nomination cover page shall be signed by the President and every voting member of the Board attesting that the nominee was judged.
  - (6) The Detachment Commandant of any nomination not judged by the board shall be notified in writing by the President of the Department MOY Society as to why the nomination was rejected.
  - (7) All nomination packages shall be hand-delivered to the Department Adjutant for return to the appropriate Detachment Commandant after the board has presented a MOY at the banquet.

#### **SECTION 170 – AWARD PRESENTATION PROCEDURES**

- (a) The Department Marine of the Year shall be awarded at the annual Department Convention banquet.
- (b) The Department Commandant or Banquet Master of Ceremonies shall introduce the President of the Department Marine of the Year Society.

- (c) The President shall introduce all members of the Department Marine of the Year Society, in order from least recent to most recent selected MOY, prior to announcing the latest selection. The year and detachment of each recipient shall be included in the introduction.
- (d) The President of the Department Marine of the Year Society shall present the award or designate a presenter.
- (e) The Marine of the Year shall be presented a Distinguished Citizen Award certificate and Distinguished Citizen Medal Silver with MC device (miniature) denoting his/her selection as the Department Marine of the Year.
  - (1) The certificate shall be signed by the President of the Department MOY Society and the Department Commandant.
  - (2) The 8.5" x 11" certificate shall be framed in a gold frame of no less than 11" x 14" dimensions. The certificate shall be matted in red (scarlet).
  - (3) See the following sample certificate for format and required text:



## *E-book Version changes*

### *2011 Edition*

- Corrected some spelling issues on various pages

### *2012 Edition*

- Added missing 'PRINT' button to page 24.
- Updated page 37 and 41 with the proposed Administrative Procedure changes that were voted on and accepted at the 2011 DoNC Convention.
- Removed the word 'Commandant' from the sample picture at the bottom of the page, just leaving the Detachment name and number under the "TO:" section of the address label.
- Removed the word 'Commandant' from the actual address label on page 39, just leaving the Detachment name and number under the "TO:" section of the address label.
- Generalized the verbiage on page 43.
- Updated the DoNC MOY Administrative Procedure (page 46) with the proposed changes that were voted on and accepted at the 2011 DoNC Convention.

### *2014 Edition*

- On page ten, added in the ability submit FMF Chaplain's for Department Marine of the Year.