

MARINE CORPS LEAGUE  
DEPARTMENT OF NEW MEXICO  
ADMINISTRATIVE PROCEDURES

**MARINE-OF-THE-YEAR**

**I. PURPOSE:**

This procedure sets guidelines and procedures for selecting a Department Marine-of-the-Year. To qualify for this award the nominee's work must pertain to Department work while serving in an elected or appointed position or as a Detachment selected Marine-of-the-Year.

- a. It must be emphasized that the Department Marine-of-the-Year (MOY) nomination and selection process **IS NOT** associated with the National MOY. Detachment nomination for National MOY must be separate from Department MOY, and forwarded directly to Marine Corps League (MCL) National Headquarters in the manner prescribed by the National Bylaws and Administrative Procedures (AP 300.1 applies).
- b. There are Marine Corps League members elected or assigned to Department and Detachment positions who attend meetings, participate in all activities, display initiative and are generally recognized as motivators and doers. In short they are Marines and Sailors who epitomize the esprit de corps, leadership and highest standards of the Marine Corps League, the United States Marine Corps and the Naval Service.

**II. SCOPE:**

The procedures and criteria contained herein are to be followed in the nomination, selection and recognition process for the Department MOY. It is the intent of these procedures that they shall be binding on all Department Staff, Detachment Commandants and each Detachment member holding a Department Office or Committee position.

- a. These procedures and criteria may be changed only by a majority vote of the Department Staff assembled at a scheduled Quarterly Meeting or by a majority vote of delegates assembled at the State Convention.

**Marine-of-the-Year Committee**

**III. COMPOSITION:**

The Department MOY Committee shall be composed of the current Department MOY (Chairman), Department Sr. Vice Commandant (Co-Chairman). A minimum of 3

recipients, shall be appointed by the Department Commandant to serve on the committee.  
(See enclosure 3)

**IV. DUTIES:**

- a. The Department Commandant shall keep the Detachment Letter of Nominations sealed and shall forward the sealed letter to the Department MOY Chairman, forthwith, as soon as each is received.
- b. The Department MOY Chairman shall strip the cover sheet (name of the nominee, the Detachment number and location), from each Letter of Nomination. He shall assign a Nomination Number to each Letter, make copies of the Numbered Letters, and make distribution of the Numbered Letters of Nomination to the members of the Department MOY Committee for their consideration. When the Committee has reached its decision, the Department MOY Chairman shall notify the Department Commandant.
- c. The members of the Department MOY Committee shall judge and grade each Numbered Letter of Nomination, sign each envelope after grading, and return envelope to the Department MOY Chairman. In the event of a scoring tie, the Department MOY Chairman shall cast the vote to break the tie.
- d. The Department Adjutant shall maintain all files and correspondence relative to MOYs for a period of two years. After the second year the Department Adjutant shall destroy such MOY correspondence and files with a report, verbal or written, to the Department Staff at a regularly scheduled quarterly meeting or state convention. Such report will be made as part of the Department Adjutant report and shall state only that "Marine of the Year" files for the year (year) has been destroyed. The adjutant will update the MOY record (enclosure 3).

**V. RESPONSIBILITIES:**

- a. It is the responsibility of each member of the Department MOY Committee to maintain absolute impartiality and confidentiality in the execution of their duties in selection of the Department MOY.
- b. The Department MOY Chairman will receive all returned nominations and tabulate the Department MOY Committee members selection preference/vote for the Department MOY. The names of all nominees and the tabulation will be recorded, in writing, dated and signed.
- c. The Department MOY Chairman will place the selected Department MOY

name and Detachment Number in an envelope and seal it. This sealed envelope shall be presented to the Department Commandant at the State Convention as part of the Department MOY Chairman report. There shall be no person except the Department MOY Chairman who has knowledge of the selectee until announced by the Department Commandant at the State Convention banquet.

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- d. The Department MOY Chairman shall be responsible in notifying the Budget Committee Chairman for budgeting and purchase a plaque to be engraved, and the Department MOY medal and ribbon. At the State Convention banquet he shall notify the Department Commandant of the committee's selection of the Department MOY and, together with the Department Commandant, present the award.
- e. The Department MOY Committee will not accept any nomination that was not mailed to the Department Commandant.
- f. The Department Commandant will mail the selected Department MOY nomination letter to the National Vice Commandant, Rocky Mountain Division for consideration of Division MOY.

## **Department Marine-of-the-Year**

### **VI. NOMINATION:**

Letter-of-Nomination shall be signed by the Detachment Commandant and Detachment Adjutant. In the event that the nominee is the Detachment Commandant, the letter of nomination shall be signed by the Detachment Senior Vice Commandant and the Detachment Adjutant. In the event the nominee is the Detachment Adjutant, then the letter shall be signed by the Detachment Commandant and the Detachment Senior Vice Commandant.

- a. Only one Letter-of-Nomination shall be accepted from each Detachment. A previous recipient of the Department MOY shall not be re-nominated until at least five years have passed.
- c. All nominations shall contain a statement of certification from the Detachment Commandant stating the nominee for Department MOY was approved by the detachment by a majority vote.
- d. Each nomination shall be placed in a sealed envelope and mailed to the Department Commandant, attention Chairman of the Department MOY Committee. All nominations shall be sent through United States Postal Service (USPS), "Returned Receipt Requested" postmarked not later than forty-five (45) days prior the State Convention.

## **NOMINEE SELECTION**

### **VII. SELECTION:**

The nominee must be in good standing, nominated by the majority of the members present and has not been the recipient of the Department MOY for five (5) years previous. If selected, the Detachment MOY will be awarded the title and then

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the nomination letter will be mailed to the Department Commandant attention "Department MOY Chairman" for consideration of Department MOY.

### **VIII. NOMINATING LETTER:**

a. Thoroughly detail the Marine's contribution, activities and achievements during the period the first of May thru the end of April. Activities and/or events outside of this time frame may be cited for continuity only. Activities to be included, though not limited to, should be office(s) held, work projects, money raising projects, community activities, civic activities, honor guard, firing details, social activities, length of service in the Marine Corps League and recognitions received. Be signed by the Detachment Commandant and Detachment Adjutant. In the Detachment Commandant's absence be signed by the Detachment Sr. Vice Commandant. If the Detachment Commandant or the Detachment Adjutant are to be the recipient then in their place the nomination will be signed by the Detachment Sr. Vice Commandant. The nomination will be forwarded to the Department Commandant marked "For Department MOY Chairman by USPS "Return Receipt Requested" not later than forty-five (45) days prior to the State Convention convening date.

**IX. AUTHENTICATIONS:**

The foregoing Administrative Procedures were approved by majority vote of Department of New Mexico members at a regularly scheduled meeting dated

\_\_\_\_\_.

\_\_\_\_\_  
Drafted: Leo B. Mc Cann

\_\_\_\_\_  
Dept. NM Cmdt: Paul Caputo

\_\_\_\_\_  
Judge Advocate: Adrian Glass

\_\_\_\_\_  
Detach 381 Cmdt: Michael Saler

\_\_\_\_\_  
Detach 478 Cmdt: Joe Montoya

\_\_\_\_\_  
Detach 678 Cmdt: Jesse Briggs

\_\_\_\_\_  
Detach 736 Cmdt: Wm. Wells

\_\_\_\_\_  
Detach 850 Cmdt: Ruben Garcia

\_\_\_\_\_  
Detach 1150 Cmdt: Dan Shackelford

\_\_\_\_\_  
Detach 1287 Cmdt: Alan Hartwell

\_\_\_\_\_  
Detach 1316 Cmdt: Frank Rue

\_\_\_\_\_  
Detach 1328 Cmdt: Ben Collins Jr.

SCORING SHEET  
MARINE-OF-THE-YEAR

DEPARTMENT LEVEL

Attends Department Meetings	10 points
Participates in Department functions	10 points
Serves on Committees (Chairperson or Member)	5 points
Holds or has held elected/appointed offices	5 points

Total Points 30 points

DETACHMENT LEVEL

Attends Detachment Meetings	5 points
Participates in Detachment functions	5 points
Serves on Committees (Chairperson or Member)	5 points
Holds or has held elected/appointed offices	5 points

Total Points 20 points

COMMUNITY OUTREACH SERVICE

Volunteers time at VA & Community Hospitals (i.e. VSA, VAVS, van driver), Community Hospitals or Nursing Homes)	4 points
Youth Activities (Scout Leader, Young Marines Officer)	4 points
Toys-for-Tots Programs (Collect-Distribute, Support Recruiting/Reserve Units)	4 points
Participates in Joint Veterans Activities (Joint Color Guards, Funeral Details and Greeting Returning Military members)	4 points

Participates in Veterans Programs (Memorial Day, Veterans Day  
and Independence Day ceremonies) 4 points

Total Points 20 points

Grand Total 70 points

Enclosure (1)

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## **SAMPLE MARINE-OF-THE-YEAR NOMINATION LETTER**

### **COVER SHEET**

Nominee:	<b><u>SMEDLY BUTLER</u></b>
Detachment Name & Number :	<b><u>BULL DOG</u></b> <b><u>DETACHMENT 122</u></b>
City & State	<b><u>HIGHHAND, NV</u></b>
Nomination Number	_____ (For Chairman Use)
Total Nominations Received	_____ (For Chairman Use)

Enclosure (2)

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00/00

(For Chairman Use)

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## **DEPARTMENT OF NEW MEXICO**

### **Sample Marine of the Year Nomination Letter**

#### **Nomination of Marine-of-the-Year**

This Marine is nominated for Department of New Mexico "Marine of the Year" for the year \_\_\_\_\_. He/She has been nominated by a majority vote of this Detachment. Unless otherwise indicated, the below described activities cover the Period 1 May \_\_\_\_\_ thru 30 April \_\_\_\_\_.

This Marine has not missed a regularly scheduled Detachment meeting, three quarterly conferences, and the State Convention. He/She has actively been involved in Department and Detachment activities by organizing, chairing and participating in our projects.

This Marine chaired and helped collect 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 \$1,210 in gift certificates, 225 pounds of canned goods, 11 turkeys and 10 meal gift certificates. He/She organized, coordinated and helped make delivery to 50 needy families during the



holiday season.

Having been a Detachment officer for the past two years, this Marine stepped down from an elected office this year but remains very active in supporting the Detachment Staff. He/She is an appointed officer for the \_\_\_\_\_ Department Convention Committee, Department Marine of the Year Committee 1999, and is the Detachment Scholarship Chairman.

As Scholarship Chairman, this Marine visited the local high schools several times and spoken with teachers and students about Marine Corps League Scholarship Program. He/She assisted two students in applying for MCL scholarships this year.

This Marine is a Boy Scout Leader in the local community with 15 boys in the troop. He has taken the boys on camping trips, hikes, and overnight outings to Carlsbad Caverns. He/She also took the boys to White Sands Monument and Valley of Fire.

This Marine recruited three new members this past year, two of whom are home bound, and he/she picks them up whenever possible for Detachment meetings and activities. If he/she is not able to pick them up, he/she makes other arrangements for transportation.

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This Marine has been involved with the city and various local veterans organizations for the past 18 months in efforts to formalize a city consolidated veterans council to support and to coordinate various civic activities in which our veterans are involved such as parades, funds raisers, school visits, patriotic essay

\_\_\_\_\_  
(Detachment Commandant or  
Sr. Vice Commandant Signature)

\_\_\_\_\_  
(Detachment Adjutant or  
Sr. Vice Commandant Signature)

Enclosure (2)

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DEPARTMENT OF NEW MEXICO  
CURRENT AND PREVIOUS

MARINE-OF-THE-YEAR

<u>YEAR</u>	<u>NAME</u>	<u>YEAR</u>	<u>NAME</u>
1979		1998	
1980		1999	
1981		2000	June Cady Det#850
1982		2001	
1983		2002	
1984		2003	Laurel Hull Det#381
1985		2004	

1986		2005	Leo Mc Cann Det#381
1987		2006	
1988		2007	
1989		2008	*John Cleveland Det#381 Manny Sosa Det#678
1990		2009	Wm. J.D. O'Mara Det#381
1991		2010	
1992		2011	Robert Davidson Det#381
1993		2012	
1994		2013	
1995	Esther Jones Det#478	2014	Linda Ranes Det#678
1996	Carol Gaines Det#478	2015	Andres Rivera Det#478
1997		2016	Allen Osborn Det#381

\* Denote Deceased  
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MARINE OF THE YEAR

<u>YEAR</u>	<u>NAME</u>	<u>YEAR</u>	<u>NAME</u>
Unknown	*Ray Bonner		
Unknown	*Paul Jackson		
Unknown	*Jack Petrowsky		
Unknown	Harry Whalen 478		
Unknown	Jeromino Del Bozque Det#478		

**Unknown      Floyd Stephens Det#1316**

**Unknown      Ron Cummings Det#1316**

**Unknown      Larry Murrell Det#381**

Enclosure (3)

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