

MARINE CORPS LEAGUE, ROCKY MOUNTAIN DIVISION GUIDELINES FOR DIVISION MARINE OF THE YEAR AWARD

Any member in “Good Standing” of the Rocky Mountain Division may nominate any other “Regular Member in Good Standing” of the Rocky Mountain Division for Division Marine of the Year. The nomination must be received by the Junior Past Marine of the Year by the deadline on that year’s Awards letter. The letter is to be sent to Div. Adjutant, Div. Web-Sergeant (for addition to the Div. Website), and all Department Commandants. Department Commandant’s must then distribute to all their subordinate Detachments.

ELIGIBILITY

The nominee must have previously been selected by their home Detachment’s Marine of the Year Society and received the Detachment’s MOY Award, as well as have received their home Department’s MOY award, prior to the nomination for Division Marine of the Year.

GUIDELINES

When drafting the nomination for a proposed recipient of the Division Marine of the Year, it is asked that you follow the outline below in drafting the document. This will aid the committee in conducting a timelier side-by-side comparison when presented with multiple nominees.

- **Must be a Past Detachment and Department Marine of the Year** (state years awarded)
- Involvement in detachment activities, i.e.,
 - Attends meetings
 - Participates in detachment functions
 - Serves/served on a detachment committee
 - Holds/held an Elected or Appointed Detachment Officer position
 - Supports the MCL Auxiliary
- Involvement within the local community, i.e.,
 - Volunteers time at VA
 - A Leader in Young Marines, Scouts, or other youth activities
 - Toys for Tots
 - Participates as a member in other Veteran’s organizations (VFW, DAV, American Legion, etc.);
 - Participates in joint veterans’ activities (joint color guards, funeral details, veteran coalitions, etc.)
- Department level involvement, i.e.,
 - Holds/held an appointed or elected office
 - Served as committee chair or member
 - Supports department activities.
- Division level involvement, e.g.
 - Holds/held an appointed or elected office
 - Is or has served on a Division/National committee
 - Has attended Division and/or National events.

ALL LEVELS

The nominee for Division Marine of the Year should have past involvement at all levels. Overall service should show that the nominee has gone “above and beyond” what is expected of an average “good member”. The above examples are examples only and not hard requirements for the award with the exception of being a prior Detachment and Department Marine of the Year.

If a Detachment does not have a Marine of the Year Program the home Department Marine of the Year Society should help the Detachment start one.

ADMINISTRATION

The Junior Past Division Marine of the Year Shall:

- A notification letter is to be mailed to ALL Department Commandants in the Rocky Mountain Division, no later than 120 days prior to the division Conference; the letter will also state the deadline for submissions to be sent to the chairman which should be no later than 45 days prior to the conference.
- Department commandants are directed to forward the notification letter and Guidelines to all detachments within their respective departments
 - Request that all Department Commandants acknowledge receipt of the nomination letter. (to the MOY Committee chairman)
- Only past recipients of this award are eligible to be members of the Division Marine of the Year Society award selection committee and vote for new awardee.
- A copy of the notification letter will be sent to ALL committee members
- The Chairman shall notify the committee members of any/all nominations received prior to the annual Division Conference.
- Conduct a meeting during the Annual Division Conference with all Past Marines of the Year in attendance to select the new Marine of the Year from the nominations received.
 - It will be at the discretion of the committee if any award will be approved and presented for the current year. It is not mandatory that a MOY award be given every year
- ALL nominations shall be kept confidential.
- The Award can only be presented once per recipient.
- The Division Marine of the Year Medallion will be presented.
 - It is the current chairman’s (JPMOY) responsibility to secure the Division Marine of the Year Medallion/Ribbon for presentation
 - Any additional awards or change of the Awards will be at the discretion of the Division Marine of the Year Committee.
- Divisional Conference Hosting Department will be responsible to reimburse the JDMOY for all costs pertaining to the purchase of the Division Marine of the Year Awards.
 - Division MOY Medallion
 - Division MOY Ribbon Bar w/ FMF Device
 - Division Marine of the Year Plaque or Trophy
- Presentation of the Division Marine of the Year Award will be made during the Annual Joint Department Convention/Division Conference Banquet.
- Jr Past MOY will provide to the new Marine of the Year a folder containing these instructions and a list of the past recipients.
- The JPMOY can release an appropriate press announcement to media sources in the new Division Marine of the Year’s home area and in other areas where Marine Corps League Detachments

*Marine Corps League, Rocky Mountain Division
Standard Operating Procedures (SOP)*

exist. A color photo and caption should also be forwarded to “Semper Fi” Magazine for publication.

- A sample “Notification Letter” is attached for information purposes. contact information for the Department Commandants is posted on the Div. website.