



DEPARTMENT OF MONTANA  
MARINE CORPS LEAGUE

21 January 2019

From: Department Awards Committee Chair

To: Detachment Commandants

Award Information:

Greetings Fellow League Members,

Commandant Davis has assigned me the task of Awards Committee Chair and Marine of the Year Chair. If you are planning to participate in this year Department Convention and wish to have members of your unit recognize you will need to complete the enclosed award forms and respond by April 1<sup>st</sup> or other required dates.

The 2019 Dept. convention is planned for May 17-19, 2019 in Helena hosted by the Donald J. Ruhl Detachment 620, Helena, MT.

Detachment Photo and Activity albums to be considered for the Department Americanism award need to be presented to the registration staff prior to the first break in business during the Dept. Convention in May.

Fill out a nomination form **with** a letter of reason for the recommendation on each nominee. Please feel free to make copies of the award recommendation form for any award you are requesting.

Department 2019 **Marine of the Year** candidates' recommendations needs to be submitted to me by April 1<sup>st</sup>, 2019. Enclosed are the guidelines for you to follow and the forms. Candidates should be selected by your Detachment or authorized committee, (only one candidate per detachment) and the form signed by the Detachment Commandant. Your candidate does not have to be your current Detachment Marine of the Year. Your candidate has to be a MCL regular member in good standing (dues paid.)

Department 2019 **Associate of the Year** candidates' recommendations needs to be submitted to me by April 1<sup>st</sup>, 2019. Enclosed are the guidelines for you to follow and the form. Candidates should be selected by your Detachment or authorized committee, (only one candidate per detachment) and the form signed by the Detachment Commandant. Your candidate (if presented) does not have to be your current Detachment Associate of the Year. Your candidate has to be a MCL associate member in good standing (dues paid.)

Department 2019 **Recruiter of the Year** candidates' recommendations needs to be submitted to me by April 15<sup>th</sup>, 2019. Detachment Commandants and Adjutant should maintain a list of their recruiters. The dates we will use this year are the period from May 31, 2018 through April 1, 2019. Use the enclosed form (Enclosure 4 of National By-Laws) to submit your recruiters to the Department or National for their efforts. Those that are interested in Dept. awards submit your request and forms to me by April 15<sup>th</sup>, 2019. National requests are due to the NJVC by July 15.

Concerning individual recognition please read the "Thoughts on Recognition" and uses that as a guide line for your submissions to the Dept. Awards Committee. We agree that your members should be recognized for their efforts. As Detachment Commandants you have a number of awards you can give without the Departments review. Our considerations should deal with those that have an influence beyond your detachment area.

Department recognition of your units will be based on the enclosed survey, please respond so we will have all the info to come to a fair conclusion. Items such as membership retention, recruiting, honor guards, parades funerals, and participation in: VAVS, Toys for Tots, Devil Dogs, Ladies auxiliary, monthly newsletters and Department Officer and Detachment Commandants quarterly meeting attendance, etc will be used to determine unit awards.

All recommendations except for MOY and AOY (postmarked April 1<sup>st</sup>, 2019) are to be postmarked no later than April 15th, 2019. Any request after that date will not be considered.

If you have any questions concerning awards, call me at 890-0964 or [umcfox21@gmail.com](mailto:umcfox21@gmail.com)

Semper Fidelis  
John Miller  
Past Department Commandant  
Awards Committee Chair

# Thoughts on recognition

Starting from the position that the Marine Corps League is strictly a volunteer organization, we have to address all thoughts concerning recognition (awards) with that fact in mind.

**Remember this is only a guide.**

## 1. Does hard work deserve recognition?

**A) No:** Workers, particularly on a volunteer basis, have personal motivations for what they do. Although their reasons for the effort are simply to do a good job or doing it makes them feel good, they still need to be identified by acts of appreciation. This recognition tells them that they are appreciated, that their efforts do matter and that there is value in the effort. Most volunteers do not volunteer for the recognition they receive. In my opinion this is not the correct answer.

**B) Yes:** If yes then a common standard must be set to address each worker's effort fairly.

## 2. How does the leadership set common standards that would be fair and acceptable?

**A)** Use guidelines set forth by National in the By-laws under the Administrative Procedures, Enclosure 4. If a recommendation for a Department or National award is made, these are the guide lines that must be followed to ensure a certain measure of success.

**B)** Identify personal circumstances that have an effect on the person's effort.

Example: willingness, physical limitations, etc.

**C)** Use a common sense approach.

## 3. What are the member's efforts to be considered?

His service on committee or in office or involvement with a special project, whether for the Detachment, the community, the Department or National

## 4. How can the leadership determine the quality of an effort?

Does this effort go beyond normal expectations of position? This area varies with each office or special project goal.

## 5. How does this member's effort stand in the common standards?

Are there other efforts in addition to the first considered that are not previously covered by their own special recognition. The only time efforts should be re-recognized is in Marine of the Year or Associate of the Year considerations. What special limitations were overcome to achieve this effort, one should not be shorted because of physical limits.

## 6. Common Standards:

The MCL By-laws have set the following guide lines for award recognition in what appears to be levels or steps. I consider these tools to use to thank our workers for their labors and sacrifices for the League, community, etc.

A) Certificate of Appreciation-COA

B) \*Meritorious Individual Certificate-MIC

\*Community Service Ribbon-CSR

\*Detachment Recruiters Medal-DRM

C) Distinguished Service Medal & Certificate-DSM

D) Detachment Marine of the Year

Detachment Associate of the Year- DCMB & Certificate

E) Distinguished Citizen Medal (Bronze)-DCMB

(Detachment Commandant may award all levels from A-E)

F) Department Marine of the Year

Department Associate of the Year- DCMS & Certificate

G) Distinguished Citizen Medal (Silver)-DCMS

(Department Commandant may award all levels from A-G)

**H) Division Marine of the Year** (Awarded by the Division Commandant)

(Division Commandant may award all levels from A-H)

**I) Distinguished Citizen Medal (Gold)-DCMG**

**J) National Marine of the Year.**

(National Commandant may award all levels from A-G plus I&J)

These common standards identify implied achievement levels and have steps of consideration to use in determining the value of a member's effort.

For example:

**Level A**

COA appears to be used by a committee chair or Commandant or the Detachment for service on committee or special unit projects. Recognizing an individual's service effort outside the realm of being more than just a member within the Detachment. This Certificate can also be used to identify non-member's recognition.

**Level B**

MIC carries this thought one step higher to cover outstanding work or service. CSR is used to recognize outstanding work or service that serves the Detachment in the community's eyes or actually serves the community outside the Unit. My thought is to use these as tools freely on the Detachment and Department levels and practice the same freedom the Detachment has concerning membership.

DRM is used to recognize the efforts of those that are actively recruiting. Since there is a measure of recognition on the National level starting with recruiting five members it implies that a lesser effort could and should be the standard for the Detachment recognition.

(\* See Recruiter Awards evaluations.

**Level C**

DSM continues this to the next level to include patriotism along with outstanding work or service. Patriotism implies a willingness to serve beyond just membership in an area of definite responsibility such as a committee chair or an officer.

**Level E & G**

DCMB continues by adding citizenship to the formula. Is the member involved beyond just the Detachment or Department?

**Levels D-F-H**

Carry this thought to its apex through recommending an award on a broader level than just the Detachment. The Marine of the Year or the Associate of the Year covers all aspects of one's service. This is an extra measure that should not take the place of deserved recognition; it should be in addition to.

If a Commandant were to distribute his recognition before the MOY/AOY is announced he (the Commandant) would still recognize those deserving including the member to be awarded the MOY /AOY. Using employment as an example: I look at the MOY/AOY as a bonus that is in addition to wages.....

Additional or repeat awards (stars) should be just as valued as the first on any of these levels. I feel we have holders of the MOY/AOY in our Detachment that would qualify for a second award before giving it to a less deserving member..... There will be exceptions to these common standards but any considerations based on only one standard for a higher level should be based on a multiplied effort in that area. The Commandant is given a broad area of judgment to use as he sees fit in rewarding these. This is where the common sense comes in!!!!

We are not to wear duplicate ribbons for additional DCM's. The 5/16" Gold star is used for additional awards on the DSM, and DCMs and a 5/16" Silver Star for five gold stars. These are larger than the service stars (3/16" bronze, silver, & gold) on all other awards. The National Convention has since approved Marine of the Year medallions for Detachment, Department and Division awards. Those awarded the MOY before can wear either their original ribbon or the new one.

Final comments: No one works for free, when volunteering the name of the game is sacrifice yet the responsibility of the receiver of the benefits of these sacrifices is to show appreciation.....it is the position of respect, integrity, and thankfulness. When we gift a local charity and we do not receive a thank you, we are offended.....so are our workers!

Date \_\_\_\_\_

**MEMBERSHIP RECRUITING PROGRAM**

This is to certify that the following Marine Corps League member has met the criteria (National Jr. Vice Commandant's Awards, Enclosure Four (4) Page XX, (National Bylaws and Administrative Procedures) by recruiting five (5) or more new members between 31 May 2018 and 31 May 2019.

Detachment \_\_\_\_\_ Number \_\_\_\_\_ Department \_\_\_\_\_

Recruited by \_\_\_\_\_ Membership Card # \_\_\_\_\_

Names of New Members

1)	11)
2)	12)
3)	13)
4)	14)
5)	15)
6)	16)
7)	17)
8)	18)
9)	19)
10)	20)

(List additional names on back of this form)

Certified true and correct

\_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Adjutant/Paymaster

**For use as the Dept. of Montana Recruiter of the Year form:**

**Recruiting dates 31 May 2018 thru 31 May 2019.**

**Mail to:**

Department of Montana  
Awards Committee  
1 Rung Ln  
Polson, MT 59860-4001



MARINE CORPS LEAGUE  
DEPARTMENT OF MONTANA  
AWARD RECOMMENDATION FORM

Deadline \_\_\_\_\_

From: Name and Title, if any \_\_\_\_\_

To: Department of Montana Commandant

Via: Detachment Commandant/ Department Awards and Citations Committee

**A. Awardee Information**

Name of Awardee \_\_\_\_\_ Membership ID \_\_\_\_\_

Detachment Name and Number \_\_\_\_\_

Awardee is a/an  Regular Member  Associate Member  Other

If other, specify \_\_\_\_\_

(ie: Auxiliary, Young Marine, JROTC, etc.)

**Type of Award:** Please mark below the appropriate award being nominated for at the Department Level.

Department Marine of the Year  
(Regular Member Only)

Department Associate of the Year  
(Associates members only)

Distinguished Citizens Award Silver

Distinguished Citizens Award Bronze

Distinguished Service Award Bronze

Distinguished Service Award Certificate

Individual Meritorious Commendation

Recruiter of the Year

Certificate of Appreciation

**Justification for Award:**

**Please attach a letter of recommendation with this application**

**B. Authorization**

(1<sup>st</sup> Endorsement)

**Recommendation for** \_\_\_\_\_  
(Recipients Name)

(Please check one)  **Approved**  **Disapproved**

\_\_\_\_\_  
Signature: Detachment Commandant Date

**C. Committee Use Only**

From: Department Awards and Citations Committee

Subject: Department Award

Received Date: \_\_\_\_\_

Recommendation for \_\_\_\_\_  
Recipient's Name

We, the Department of Montana Awards and Citation Committee hereby:  Approved  Disapprove

Recommendation for \_\_\_\_\_ to receive this award in accordance  
Recipient's Name

with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member



**D. Comments**

**NOMINATION WILL NOT BE ACCEPTED WITHOUT THE RECOMMENDED LETTER ATTACHED  
TO THIS FORM**

Mail to:

Department of Montana Awards and Citation Committee  
John Miller  
1 Rung Ln  
Polson, MT 59860-4001  
406-890-0964

Or you may scan as a .PDF file only and send to:  
montanamclawardschair@gmail.com  
Subject: Attention Department Awards

DEPARTMENT OF MONTANA  
MARINE CORPS LEAGUE  
**Detachment Survey**

This survey's purpose is to aid the Department Awards Committee in gathering information concerning the activities of your Detachment during the last year. Survey time lines are March 31, 2018 thru March 31, 2019.

**Detachment Commandant or his representative completes Section 1 of survey. NO LATER THAN APRIL 15TH**

Department of Montana Awards  
John Miller  
1 Rung Ln  
Polson, MT 59860-4001

**Please Mark boxes that applies to your activities.**

Detachment Name & Number \_\_\_\_\_

**Section 1: Detachment Participation**

- 1) Performed Color presentations, marched in parades, conducted Honor Details and funerals
- 2) Conducted or assisted in a 2018 Toys for Tots campaign as a MCL Representative
- 3) Supported Department activities such as Officer meeting attendance.
- 4) Was represented at last Department Convention.
- 5) Produced a monthly newsletter for your members
- 6) Supported community youth activities such as Young Marines, Scholarship program or physical fitness program
- 7) Held a USMC Birthday event.
- 8) Supports VA Volunteer Services.
- 9) Supports a Ladies Auxiliary or Devil Dog unit.
- 10) Special effort – describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed by Detachment Commandant