



DEPARTMENT OF MONTANA
MARINE CORPS LEAGUE

October 1, 2019

From: Department Awards Committee Chair

To: Detachment Commandants

Ref: 2020 Award Information:

Greetings Fellow League Members,

Commandant Armstrong 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 1st or other required dates.

The award packet for 2020 is posted on the department website under department information.

The 2020 Dept. convention is planned for May 15-17, 2020 in Great Falls hosted by the Great Falls Detachment 688.

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 2020 **Marine of the Year** candidates' recommendations need to be submitted to me by April 1st, 2020. 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 2020 **Associate of the Year** candidates' recommendations need to be submitted to me by April 1st, 2020. 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 2020 **Recruiter of the Year** candidates' recommendations need to be submitted to me by April 15th, 2020. Detachment Commandants and Adjutant should maintain a list of their recruiters. The dates we will use this year are the period from May 31, 2019 through April 1, 2020. 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 no later than April 15th, 2020. National requests are due to the NJVC by July 15.

Concerning individual recognition please read the "Thoughts on Recognition" and use 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 Department's 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 1st, 2020) are to be postmarked no later than April 15th, 2020. 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

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!

Deadline April 15, 2020

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 2019 and 1 April 2020.

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 2019 thru 1 April 2020.

Mail to:

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



MARINE CORPS LEAGUE
DEPARTMENT OF MONTANA
AWARD RECOMMENDATION FORM

Deadline April 15, 2020 (except Note 1 & 2)

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)

Note 1: April 1, 2020

Distinguished Citizens Award Silver

Distinguished Service Award Bronze

Individual Meritorious Commendation

Certificate of Appreciation

Department Associate of the Year
(Associates members only)

Note 2: April 1, 2020

Distinguished Citizens Award Bronze

Distinguished Service Award Certificate

Recruiter of the Year

Justification for Award:

Please attach a letter of recommendation with this application

B. Authorization

(1st 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

Date received by Award Chair _____

Marine Corps League
Department of Montana
Detachment Survey for Department Nominations
Department Meritorious Unit Commendation

Year for Award 2019-2020

Detachment Name and Number: _____

This is a checklist for your Detachment to let the Department Awards Committee know what you have done this year for consideration of the Department Meritorious Unit Commendation (Ribbon, Certificate and Flag Streamer). Please fill out the survey and send to Awards Chair by 15 April 2020 for consideration.

Failure to submit this form will result in your Detachment not being considered for this award. Place a check mark in front of each item that applies to your activities. The Department Commandant has final say with the Awards Committee recommendations.

SECTION ONE: Detachment Activities / Participation – SEND SECTION ONE to: Department Awards Chair

- _____ Performed Color presentations or participated in parades.
- _____ Conducted Honor Details, Flag folding's, Funerals, Veterans Day.
- _____ Supported local Toys for Tots Campaign.
- _____ Supported Division/Department Activities: such as attendance at Staff Meetings/Conventions.
- _____ Detachment was represented at the last Department or National Convention.
- _____ Maintained a website or produced a newsletter either by mail, online or both.
- _____ Supported a Young Marines Unit, Community Youth activities, Scholarship programs or Fitness programs.
- _____ Supported Eagle Scout Awardees with BSA Certificate (MCL Good Citizens Certificate).
How Many? _____
- _____ Supported or held a USMC Birthday Ball / Celebration.
- _____ Supported VA Hospital Volunteer Services (VAVS).
- _____ Has a MCLA Auxiliary Unit and / or a MODD Devil Dog Pound.

Please list and describe any programs or activities not covered by the above topics which you want to be considered. (Use additional pages if needed) _____

Certified by: _____ and _____
Detachment Commandant Detachment Adjutant