

DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES

Enclosure C.

Department of Missouri Marine of the Year Nomination Instructions

This award shall be presented to a REGULAR MEMBER of the Department of Missouri, Marine Corps League who has rendered service(s) and/or performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League, or a meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the member's Detachment; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or a deed(s) of courage or valor without regard for his/her own safety.

Letters of nomination must originate only at the **DETACHMENT LEVEL**. No individual nor any subsidiary unit of the Marine Corps League shall submit a letter of nomination.

All letters of nomination shall include a letter signed by the Detachment Commandant and Adjutant, stating that the nominee for the Department of Missouri Marine of the Year was approved at a regular meeting of the Detachment by a majority vote. (In the event a nominee is the Commandant, the letter of nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event a nominee is the Detachment Adjutant, the letter of nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

Each nomination submitted shall be placed in a sealed envelope and addressed to "Chairperson, Department of Missouri - Marine of the Year Committee". **THIS ENVELOPE SHALL THEN BE PLACED IN ANOTHER ENVELOPE** and mailed or delivered in person to the Department Sr. Vice Commandant no later than the date of the March Department Staff meeting prior to the next State Convention. Nomination documents may also be emailed to the Chairperson of the MOY committee or Department Sr. Vice Commandant. (NOTE: email is the preferred method for submission)

It shall be the duty of the Sr. Vice Commandant to insure that the nominations submitted by the above deadline are in turn delivered to the previous year's Marine of the Year recipient.

The previous year's MOY recipient shall serve as Chairperson of the MOY committee, which is comprised of all past recipients of the MOY award. This committee shall select the next MOY for the period from June to June. The name of the person selected should be forwarded to the Department Sr. Vice Commandant in a timely manner so that the appropriate plaque can be prepared and presented at the June Department Convention.

Note: MOY Chairperson shall use balloting procedures in Enclosure H of this document.

DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES

Enclosure H.

Instructions for the Chairperson of MOY Committee:

1. Collect all MOY nomination letters submitted by the date of the March Department Quarterly Staff meeting.
2. Email or mail copies of each nomination letter to the Past Department MOYs and to Detachment Commandants of those Detachments without a Department MOY. Include balloting instructions. Set deadline for submission of ballots. (Only 1 vote per Detachment)
3. Once ballots are submitted, use the ballot tabulating spreadsheet to determine the MOY.
4. Send name of MOY to the Department Sr. Vice Commandant promptly so that the plaque can be ordered.
5. If you have questions about the process, contact the previous year's Department MOY.

The following pages contain some sample documents. Others will need to be passed on from previous year MOY:

- Sample Nomination Cover Letter
- Sample MOY Nomination Letter
- Sample Ballot
- Sample Ballot Score Sheet for tabulation
- List of Past Department Marines of the Year

SAMPLE MOY NOMINATION COVER LETTER

John Doe, Commandant
Jarhead Detachment 9000
1 Semper Fi Avenue M,
Anywhere, MO 99999

IQ: Chairperson, Department of Missouri – Marine of the Year Committee

The Marines of the Jarhead Detachment 9000 at a regular meeting of the Detachment on February 4, 20XX approved the nomination of Chesty Puller for the nomination of Department Marine of the Year, 20XX.

Attached you find the Nomination Letter for Marine Chesty Puller.

Respectfully Submitted,

John Doe
Detachment 9000 Commandant

John Buck
Detachment 9000 Adjutant

SAMPLE MOY NOMINATION LETTER

Department of Missouri 20XX-20XX Marine of the Year

Marine Chesty Puller has been a major source of inspiration for the entire Detachment. Marine Pull has served as the Detachment Chaplain for the past four years. During this time Marine Puller has done as outstanding job in contacting ill and injured Marines and their families to give comfort. Marine Puller has reported on the condition of these Marines and their families and ask for others to contact the ill to provide additional comforts. Marine Puller has led most funeral-home memorial services, has interfaced with the families for aid and comfort. Numerous members of the Detachment have commented on how professional Marine Puller has carried out the duties of Chaplain. Marine Puller is on the current Detachment 725 ballot to serve as Junior Vice Commandant. Marine Puller is currently the assistant Training Officer for the Midwest Division.

Marine Puller has also served as Co-Chair for the Toys-for-Tots in 20xx and 20xx, and has Chaired the Detachment's Toy-for-Tots Campaign in 20xx. Marine Puller has also participated in the Detachment fundraiser Bar-B-Q for several years.

Marine Puller has received the following Marine Corps League awards:

Certificate of Appreciation in 20xx.

Distinguished Service Award in 201xx.

Detachment MOY in 20xx.

Marine Puller is also a member of the Military Order of the Devil Dogs.

Marine Puller faithfully flies the American Flag and the Marine Corps Flag at his residence.

John Doe
Detachment Commandant

John Buck
Detachment Adjutant

SAMPLE MOY BALLOT

Please read each of the Nominee Letters submitted and complete your ranking. Then mark your top three with a 1, 2, or 3 (where 1 is highest, 2 is second, and 3 is third) on the ballot below. Place your mark in the rank column next to the appropriate name.

<u>NOMINEE</u>	<u>RANK</u>
Chesty Puller	
Ira Hayes	
John Basilone	
John LeJeune	

Your Name, Detachment and contact information in the space below.

Name: _____
Detachment #: _____
Phone #: _____
Email Address: _____

When you are finished return this page to me so that it arrives prior to:
April 30th of this year.

You can send it by mail or scan it and send via email (email preferred).
You do not need to return any of the other materials. I only need this ballot sheet.

Chairman: (Current Year MOY inserted here)
Address: Street address City, MO, zip code
Phone:
Email:

For MOY Chairman use only	MOY	BALLOT	SCORE	SHEET	SAMPLE						
	<u>MOY NOMINEES ></u>	J. DOE		JONES		WILLIAMS		SMITH		JOHNSON	
REVIEWER			Converted score		Converted score		Converted score		Converted score		Converted score
Steve Brown		2	2			1	3			3	1
John Iman											
Steve Michalski											
Jerry Bradley		1	3	2	2					3	1
Dan Ferrell											
Brenda Fletchall		1	3					3	1	2	2
William Marshall											
Mike Gollon											
Richard Bollwerk		2	2			1	3			3	1
Eddie Flores											
Stephen Diemier											
Amile Holmes											
Hugh Nisbet		1	3			2	2			3	1
Jason Riemann											
Ryan Petras											
TOTALS:		0		0		0		0		0	
CONVERSION TOTALS:			13		2		8		1		6
SELECTED MOY >	J. Doe										

Scoring and Conversion Instructions:

1. Transfer scores from ballots received. Looking at the sample above, Steve Brown's ballot had Williams as 1st choice, Doe as 2nd choice and Johnson as 3rd choice, resulting in the converted scores shown in Red, where a 1=3, 2=2, and 3=1 . Do this with each ballot received.
2. After all ballots are received (or deadline has been reached), tally the converted (Red) scores. Nominee with highest converted total is the Department Marine of the Year. In the example above, J. Doe has the highest score of 13, and would be the MOY.
3. Provide this name to the Department Sr. Vice Commandant so the plaque can be ordered and engraved. Also provide the Sr. Vice with a copy of the MOY's nomination letter to be read during the award presentation.

PAST DEPARTMENT OF MISSOURI - MARINES OF THE YEAR

2000	Steve Brown	656	11237 CR 385	Holts Summit MO 65403 sgtn1969@yahoo.com	573-896-5755
2001	John Iman	725	2780 Samuel St	O'Fallon MO 63366 ji60mm@cenurytel.net	636-240-6015
2002					
2003					
2004	David Schulte				
2005					
2006	Adam Ziegelbein	656	520 Dix Rd Ste D	Jefferson City MO 65109 adam.ziegelbein@thrivent.com	573-418-6938
2007	Lee Hollrah	725	Deceased		
2008	Steve Michalski	183	3670A Wyoming	St. Louis MO 63116 stb088@sbcglobal.net	314-707-1903
2009	Jerry Bradley	725	143 Lake Ridge Dr	St. Peters MO 63376 jbusmc1962@gmail.com	636-978-1376
2010	Dan Ferrell	1137	162 Imperial Ct	Four Seasons MO 65049 bigdanatthelake@hotmail.com	573-964-6949
2011	Jim Brooks	1214	Deceased		
2011	Brenda Fletchall		Inactive member		
2012	William Marshall		6786 Christopher Dr	St. Louis MO 63129 wmarshall01@sbcglobal.net	314-324-9548
2013	Mike Gollon	1214	5132 N Placita	Tucson AZ 96091 mwgollon@gmail.com	314-5838638
2014	Richard Bollwerk	1081	1537 Parksite Dr	Cape Girardeau MO 63701 rbollwerk@icloud.com	573-979-5450
2015	Eddie Flores	993	2256 S Dollison	Springfield MO 68507 ekflores@sbcglobal.net	417-883-1895
2016	Srephen Diemler	656		scdiemler@hotmail.com	
2017	Amile Holmes			amileholmes1013@gmail.com	
2018	Hugh Nisbet	1405	20390 Hwy D	Eolia MO 63344 hnisbet@windstream.net	573-485-6998
2019	Jason Reimann	707	2048 Elephant Walk	Imperial MO 63052 jreimann707@gmail.com	314-402-0723
2020	Ryan Petras	1393	677 Westwoods Rd	Wright City MO 63390 ryanpetras1979@gmail.com	314-761-5868