

**DO NOT COPY - USE THIS AS AN EXAMPLE OF THE FORMAT YOU CAN USE**

15 JAN 202\_

From: Commandant, Sr. Vice, Jr. Vice and Judge Advocate of Detachment \_\_\_\_\_  
To: Chairperson, Marine of the Year Society, Southern Division

Subj: NOMINATION OF FIRST NAME LAST NAME FOR SOUTHERN DIVISION  
MARINE OF THE YEAR 20\_\_

Ref: Marine Corps League, Administrative Procedures Encl 4, Section 3105(g)

Encl: (1) Summary of Action  
(2) Letter of Recommendation from Marine / Associate Member \_\_\_\_\_

1. This letter nominates Marine \_\_\_\_\_ of the \_\_\_\_\_ Detachment for the \_\_\_\_\_ Detachment Marine of the Year 20\_\_.
2. \_\_\_\_\_ has distinguished himself (or herself) in service to our League, Corps and community by his consistent service, dedication and leading by example while serving in the \_\_\_\_\_ Detachment.
3. He has effectively led the Detachment in applying the goals of the League in its local activities and service, and he meets or surpasses the formal requirements for consideration of this recognition as outlined in Enclosure (1).
4. During his tenure as Detachment (billet), he has, through personal commitment, leadership by example, and innovative thinking revitalized
5. \_\_\_\_\_ currently serves as the \_\_\_\_\_ Detachment \_billet\_\_\_\_\_ and is also the Detachment Color Sergeant. He epitomizes the best of our Corps and League, and is enthusiastically recommended for selection as the Division Marine of the Year.

First name, Last name  
Commandant  
\_\_\_\_\_ Detachment

First name, Last name  
Jr. Vice Commandant  
\_\_\_\_\_ Detachment

First name, Last name  
Sr. Vice Commandant  
\_\_\_\_\_ Detachment

First name, Last name  
Judge Advocate  
\_\_\_\_\_ Detachment

Summary of Action

1. Supported and expanded the ongoing activities of the Detachment in community outreach by fundraising for Scholarship Program by selling raffle tickets at the special events – breakfast, Veteran of Foreign Wars meeting, and within his large network of retired military friends.
2. Increased awareness and accountability of duties related to the Sergeant At Arms billet by instituting an accounting system .....and quarterly audits with the Paymaster with regards to 50/50 raffle collected at the beginning of every monthly meeting.
3. Leads the Detachment in participation in our standard local activities with regards to Color Guard participation, Toys for Tots volunteer help, Veterans’ unaccompanied burials, local parades, community events, and support for Wounded Warriors receiving care.
4. Actively participates as a liaison between the Active Duty USMC Birthday Ball committee and MCL members facilitating positive relations since 20\_\_.
5. Assisted the Detachment Quartermaster in the research and resourcing of a comparative polo shirt that would replace the current unofficial red shirt currently available for purchase.
6. Give other personal details of the applicant's life that are noteworthy and deserving of a Division Marine of the Year.

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28 JAN 202\_

From: Associate Member \_\_\_\_\_, Detachment # \_\_\_\_  
To: Chairperson, Marine of the Year Society, Southern Division

Subj: LETTER OF RECOMMENDATION FOR FIRST NAME LAST NAME SOUTHERN  
DIVISION MARINE OF THE YEAR 20 \_\_\_\_

Ref: Marine Corps League, Administrative Procedures Encl 4, Section 3105

1. This letter is to validate the actions of FIRST NAME, LAST NAME for the prestigious nomination for Southern Division Marine of the Year, 202\_.
2. FIRST NAME, LAST NAME has distinguished himself in an exemplary manner in that he provided the following services to our Detachment/Department in the past year.
  - a.
  - b.
  - c.
3. FIRST NAME, LAST NAME has also provided xxx amount of volunteer hours towards our Detachment events, community services and our honor guard detail.
4. FIRST NAME, LAST NAME has received the following civic awards from our community officials and the City Mayor.
  - a.
  - b.
  - c.
5. My personal point of contact information is: current address, zip code, cell phone, home phone. I can be reached at the above address/phone number if there are any questions about the validity of my letter.

Respectfully Submitted,

**Your signature goes here**

ALL CAPS FULL NAME GOES HERE

Enclosure (2)