



**Det Name,
Address
City, Tx zip Code**

Dept/Det
Seal

DATE: [month day year]

FROM: DETACHMENT COMMANDANT

TO: CHAIR, SOUTHERN DIVISION MARINE OF THE YEAR AND ASSOCIATE MEMBER OF THE YEAR AWARDS COMMITTEE

SUBJ: SUBMISSION OF [name of nominee] FOR THE NOMINATION OF THE 2024 SOUTHERN DIVISION MARINE OF THE YEAR (MOY) OR ASSOCIATE MEMBERS OF THE YEAR (AMOY)

REF: 2023 NATIONAL ADMINSTRATIVE PROCEDURES SECTION 3105.G

ENCL: (1) LIST OF INDIVIDUALS AFFIRMING THE NOMINATION OF [name of nominee] FOR THE 2024 SOUTHERN DIVISION MOY OR AMOY

(2) 2024 SOUTHERN DIVISION MOY OR AMOY NOMINATION LETTER

1. Identify that this a(n) ___[MOY]___ or [AMOY]___ nomination. (select one).
2. As per the reference, [detachment and #] submits [name of nominee] is submitted.
3. On [month, day year], a motion was made, seconded, and passed by the membership during the Monthly Meeting, to affirm the nomination of [name of nominee].
4. The 2024 Southern Division Southern Division Nomination Form is attached containing the recommendation for [name of nominee].
5. Thank you for your time and consideration as you review the nomination of [name of nominee] for 2024 Southern Division Southern Division MOY and AMOY Award Program and Society.
6. Any questions, please refer to Commandant [name].

Semper Fi,

Semper Fi,

[name]
Commandant
[detachment and #]
Cell: [cell phone #]
Email: [email address]

[name]
Adjutant/Pay Master
[detachment and #]
Cell: [cell phone #]
Email: [email address]

[detachment and #]
is an IRS designated 501 (c) (4) Organization



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FROM: [detachment name and #]

SUBJ: SUBMISSION OF [name of nominee] FOR THE NOMINATION OF THE
2024 DIVISION MARINE OF THE YEAR (MOY) AND ASSOCIATE
MEMBER OF THE YEAR (AMOY)

1. Identify that this a(n) [MOY] or [AMOY] nomination. (select one).
2. As per encl 2, a minimum of 4 signatures is required. The following individuals are affirming the nomination of [name of nominee].

Print Name

Signature

[detachment and #]
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Encl (1)

[*detachment and #*]
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