Proposed Administrative Procedure
For
Detachment Level Award Selection Criteria

The nomination criteria will be presented to the detachment at a regular monthly meeting. Members of the detachment will make nominations for all awards to the detachment Board of Trustees, hereafter referred to as the Board, via email with documentation backing up the selection criteria.

The Commandant will determine who compiles the “List of Nominees” (an Elected Officer or the Detachment Adjutant). The Board will review the list and make the selection based on member’s input and their own observations of the nominees. Should two or more nominees have similar qualifications, in the case of “Marine of the Year” the nominees will be presented to the membership for a vote. The Board will consider multiple nominees for the other awards. Should the Board determine that only one award will be given, the nominees would be presented to the membership for a vote.

This proposed Award selection criteria should be used for nominating a member, associate member, family member of detachment member or associate, or any non-League member as agreed to by the awards committee. The nominee should be considered for any and all activities not necessarily for regular attendance to monthly meetings.

Being an Elected or Appointed Officer of the Detachment is an honor. Those members who are elected or appointed should receive their appropriate medal and ribbon at the installation ritual. Any actions of an officer above and beyond the duties of the office held will be taken into consideration, with the exception of the Detachment Commandant. A standing Commandant will NOT be recognized/decorated while serving, if the actions for the decoration fall during his/her tenure. Once he/she vacates the position, then an award can be recommended.

A candidate for Detachment Marine of the Year must be active regular member of Detachment 1260, not necessarily an officer of the detachment. Consideration should also be given for possible nomination at the Department or National Levels.

A candidate for the Distinguished Citizenship and/or Service Award should also be an active regular member within the detachment, not necessarily an officer of the detachment. Consideration should also be given for possible nomination at the Department Level.

Department

Department Marine of the Year
Department Distinguisher Citizen Award
Department Distinguished Service Award
Working with State Toys-For-Tots Program
Working with State JROTC Program
Working with State Young Marines Program
Working with State Boy Scouts Program
Working with State Youth Physical Fitness
Working with State Marine for Life Program
Working with State Wounded Marine Program
Working with State Marine Rose Program
Working with State VAVS Program
Department Officer (Elected) for actions above and beyond the duties of the office held.
Department Officer (Appointed) for actions above and beyond the duties of the office held.

**Detachment Level**

**Marine of the Year**- Selection should be based on a member who has distinguished him or herself by demonstrating by leadership and performance an *extraordinary* contribution to the detachment, community, and the Marine Corps League.

**Associate of the Year**- Selection should be based on an associate who has distinguished him or herself by working for the improvement of the detachment and the community.

**Distinguished Citizenship (Bronze) Award**

Outstanding Service and leadership to our detachment combined with service in other areas such as:

- Outstanding Service to other levels of the Marine Corps League
- Outstanding Service in support of Marines, their families, or their projects
- Outstanding Service to the community such as:
  - Little League Coach
  - Football Coach
  - Patriot Field of Flags
  - Rebuild Together
  - Habitat for Humanity
  - Rivers Alive Day
  - Civic Club member
  - Civic Club Officer
  - Charitable contributor
  - Make-A-Difference Day

**Distinguished Service (Bronze)**

Outstanding Service and leadership to our detachment that is far above the norm, combined activities that support the Detachment or help to support the standing of our Detachment in the community. Outstanding Service to other levels of the Marine Corps League Outstanding Service in support of Marines, their families, or their projects. Examples of involvement are:

- Base Fourth of July Celebration
- Loyalty Day
- Memorial Day
- Veterans Day
- Funerals for Veterans
- Nursing Home visits
- Riverwalk Cleanups
- Attending the welcoming home of returning Marines and Civilian-Marines from overseas assignments in a combat or hostile area. (one year or more on assignment)
- Attending Base Retirements
- Attending Base/LOGCOM Morning Colors
- Attending Veterans Funerals
- Attending GA Department Conventions
- Attending Other Department Conventions
- Attending SE Division Conventions
- Attending National Conventions
Detachment Officer (Elected) for actions above and beyond the duties of the office held.  
Detachment Officer (Appointed) for actions above and beyond the duties of the office held.  
Department Officer (Elected) for actions above and beyond the duties of the office held.  
Department Officer (Appointed) for actions above and beyond the duties of the office held.  
Pound Officer (Elected) for actions above and beyond the duties of the office held.  
Pound Officer (Appointed) for actions above and beyond the duties of the office held.  
Pack Officer (Elected) for actions above and beyond the duties of the office held.  
Pack Officer (Appointed) for actions above and beyond the duties of the office held.  
Committee Chairperson  
Member of the MODD  
Member of Color Guard  
Member of Rifle Salute Team  
Active Detachment member  
Active committee member  
Active MODD member

**Detachment Recruiter** - The member who recruits the most new members, **with 5 being the minimum**, or reinstated members. The number of members recruited/reinstated will be given consideration for fulfilling the requirements for Department or National MCL Recruiter recognition as well.

**MCL Community Service Award** – Any member who has made a **significant** contribution, demonstrated by leadership and performance to the community. Whose personal conduct has reflected favorably on and has brought credit to the detachment such as:

- Little League Coach  
- Football Coach  
- Patriot Field of Flags  
- Rivers Alive Day  
- Rebuild Together  
- Habitat for Humanity  
- Make-A-Difference Day  
- Riverwalk Cleanups  
- Civic Club member  
- Civic Club Officer  
- Charitable contributor  
- Day Memorial Day  
- Veterans Day  
- Funerals for Veterans  
- Nursing Home visits