



**Marine Corps League
Department of Florida
Frank Glassford,
Senior Vice-Commandant
8542 Boyce Street, Spring Hill, Florida 34608
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352-815-8147**



To: All Members Department of Florida
From: Department Awards Chairman, SVC Frank Glassford
Subject: Department Level Awards

The following Marine Corps League Awards and procedures are listed for your information: The objective of the Awards Program is to provide recognition for acts of exceptional service by members, individuals, and organizations that have provided service to our Department, Detachments, the Community, Veterans, or the Marine Corps League (MCL). Except as outlined in MCL National or Department of Florida By-Laws and Administrative Procedures all Department Level Awards are at the Commandants discretion, and may be differ from the submitted recommendation (may be a higher or lower level award).

1. Department Level Marine Corps League Awards

The Chairman of the Awards Committee must receive all recommendations for Department Level Marine Corps League Awards prior to 1 May for presentation at the Annual Convention; or as far in advance as possible for presentation at other times or events. The Department Award Recommendation Form on the www.mclfl.org Department website under the Awards tab must be utilized.

2. Department of Florida Recruiter Award

To be considered for the Department Recruiter of the Year Award, a Department Recruiter of the Year nomination form must be received by the Department of Florida Senior Vice Commandant/Awards Chairman by 1 June. Late entries will be disqualified.

For the National Recruiter of the Year Award, the National Recruiter Form must be submitted to National.

3. Department of Florida Program Awards

Marine of the Year; Detachment Commandant of the Year; Junior Vice Commandant Award; Americanism Program Award; Detachment Website Competition Award; Detachment Newsletter Competition Award; and Detachment Jim Spears News Article Award each have their own individual criteria and submission requirements.

4. Division & National Level Marine Corps League Awards

All recommendations for Division or National Level Awards must be submitted to the Department Commandant for approval via the Department Awards Committee, except for Division (Carter Award) and national Marine of the Year Awards. Some Division and National Awards have very specific and individual submission requirements that must be carefully followed or otherwise will be disqualified. Refer to the National Administrative Procurement Enclosure Four (4).

MODD Awards ~~do~~ Not flow through the Department Awards Chairman or the Department Commandant. Please refer to MODD references for MODD award information.

ANY QUESTIONS CONCERNING AWARDS PLEASE email or call
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AWARDS AND CITATIONS

Recognition of services provided by the membership is probably one of the most valuable tools in retaining members and encouraging participation in all levels of the Marine Corps League. It is incumbent upon each member; but especially the Detachment Commandants & Senior Vice Commandants to be familiar with the National By-Laws and Administrative Procedures, Enclosure 4. Therein, is the criteria for each award, who is authorized to issue an award, and who is authorized to wear an award. In addition to Enclosure 4 you may address questions to the Department Awards & Citations Chair.

There are several proposed amendments to enclosure 4 to be voted upon at the 2016 National Convention. Monitor these proposals for possible revision to become effective upon closure of the Convention.

Some of the awards that may be presented at the Detachment level include:

- Distinguished Citizen Bronze
- Distinguished Service Award
- Detachment Marine of the Year (awarded by the Detachment Marine of the Year Society)
- Detachment Recruiter Bronze
- Community Service
- Ceremonial Guard
- Individual Meritorious Commendation

Some of the awards available at the Department level include (in addition to Detachment level):

- Distinguished Citizen Silver
- Department Marine of the Year (awarded by the Department Marine of the Year Society)
- Department Recruiter Silver
- Department Meritorious Unit Commendation

The recommendation form for Department level awards follows below.

There are additional awards available at the Division and National levels. It is incumbent on Detachment Commandants and Senior Vice-Commandants to prepare the appropriate recommendations (National award recommendation form is on Department's website) to recognize their members; but keep in mind that an individual should not receive multiple awards for the same action(s). Except as outlined in the MCL National and Department Bylaws and Administrative Procedures all Department Level Awards are at the Commandant's discretion, and may differ from the submitted recommendation (denial, approval or a higher or lesser award).

SEE NEXT PAGE FOR RECOMMENDATION FORM AND INSTRUCTIONS

DEPARTMENT OF FLORIDA

AWARD RECOMMENDATION FORM

INSTRUCTIONS

**Read: Marine Corps League National By-laws
Enclosure Four (4) for available awards through the Department
(Department Distinguished Citizen (Silver / Bronze), Meritorious Unit, Department**

1. Detachment Senior Vice Commandant completes top section of awards form.
2. Detachment member completes the recommending portion of form using additional pages, if needed.
3. Detachment completes Detachment Endorsement section of form, approve or disapprove the award recommendation, have it signed by the Detachment Commandant, and dated.
4. Make two (2) copies of Award form to be sent to Department, one (1) to be returned to the Detachment.
5. Department fills in remainder of form.

Once the Detachment's portion is completed send to:

Department of Florida Senior Vice Commandant
Frank Glassford
8542 Boyce Street, Spring Hill, Florida 34608

Print or type all information asked for

Date:

From: Detachment name and #

Senior Vice Commandant's name

To Awards & Citation Committee Chair Frank Glassford

Must be received by May 1 for presentation at Convention or 30 days prior to fall conference.

I Recommend

(Print or type name and title, if any)

(Print or type recipient name and title, if any)

For the following award or certificate, based upon the following reasons: (use additional sheets if needed)

Detachment Name and Number:

From: Detachment Awards Committee:

The recommendation of above Award or Certificate to:

(Print recipient's name)

Approved Not Approved Date

Detachment Commandant, print and sign your name:

Signature: _____

From: Department Awards Chairman

Recommendation of above award to:

(Proposed Recipient's Name)

Department Awards and Citations Committee hereby: Approved Not Approved
or recommends other award

Presentation of this award is in accordance with Department of Florida By-laws and Administrative Procedures.

Signature of Awards Chairman _____

Date:

Send to:
Department of Florida Senior Vice Commandant
Frank Glassford
8542 Boyce Street
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