



**2019 Edition**

**Marine Corps League of Pennsylvania, Inc.**

**Department**

**ADMINISTRATIVE PROCEDURES**

**ENCLOSURES**

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# ADMINISTRATIVE PROCEDURES

## ENCLOSURES

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**ENCLOSURE ONE (1)**  
**INTERNATIONAL HANDICAP SYMBOL**  
**SEE NATIONAL ENCLOSURE (1)**

**ENCLOSURE TWO (2)**  
**AMERICANISM PROGRAM**

This program is based on Detachment strength and uses Award Categories defined in Enclosure Four (4) below. Participating Detachments are required to fill out the Americanism and Achievement Questionnaire and Criteria and submit Scrapbook or Albums with pictures/activities.

Questionnaire and Scrapbooks may be sent to the Americanism Chair prior to the Convention. Scrapbooks can be hand carried to the convention and turned into the Chair no later than close of business Thursday of the convention. They will be returned prior to the close of the convention. Scrapbook Criteria: History and Photos in the Scrapbook or Album should be limited to the events during the judged year only. Use appropriate captions (names, occasions, etc.) to relate photos with the activity or event.

Items that are suggested for the Scrapbook include: Installations – Marine Corps Birthday – Parades – Memorial & Veterans Day – VAVS – Toys for Tots, and other community events.

Please refer to Enclosure Two (2) of the National Administrative Procedures for additional information regarding the National Americanism Award and Criteria.

**ENCLOSURE THREE (3)**  
**UNIFORM CODE**  
**SEE NATIONAL ENCLOSURE (3)**

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**ENCLOSURE FOUR (4)**  
**MARINE CORPS LEAGUE AWARDS**

**NATIONAL AWARDS**

See National Enclosure (4)

**DEPARTMENT AWARDS**

**AWARD CATEGORIES**

Awards that are made based on Detachment membership strength shall be based on the following categories:

- Category 1 – “Platoon” Size – 15 to 50 members
- Category 2 – “Company” Size – 51 to 100 members
- Category 3 – “Battalion” Size – 101 members and larger

Detachments with fewer than 15 members do not qualify for awards based on membership strength.

Detachment Category for awards will be based on the previous year official convention roster and determined by the Awards Committee and the Paymaster.

Newly formed Detachments will compete under category one (1).

**VOLUNTARY SERVICE AWARDS**

Quantity and Quality of a Detachment’s Voluntary Service program will be based on written reports submitted to the Voluntary Service Committee Chair. Semi-annual reports must be submitted to the Chair to receive monetary reimbursement from the Department in accordance with the approved budget. Annual reports are to be submitted by 1 June of each year. Plaques will be awarded for first, second and third place in each category and certificates will be awarded to all detachments who participate in the program.

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**MARY J. CODY AWARD**

The Mary J. Cody Voluntary Service Award will be presented to a deserving individual at the Department Convention. The award is named in memory of Mary J. Cody who gave exceptional service to her fellow veterans. The award recipient will be selected and presented by the Voluntary Service Committee Chair based on letters of recommendations and personal contact. Nominations must be submitted to the Department Awards Committee Chair by 1 June.

**DETACHMENT MEMBERSHIP AWARDS**

Membership Awards are based on membership percentage increase during the period between conventions (30 days prior to the previous convention and 30 days prior to upcoming convention). The official Convention Roster and membership transmittals are the only report required. The Department Paymaster and the Awards Chair coordinate this award. The membership category for the subsequent year will be determined based on the membership used for the upcoming convention. Plaques will be awarded to first, second and third place in each category. Certificates will be awarded to all other detachments over 125% increase in membership. Streamers will be awarded to all Detachments with 100% or more of prior year membership strength.

**RECRUITERS OF THE YEAR AWARDS**

The first-place award will be presented to the member who recruits the largest number of new and/or reinstated members during the period 1 June through 31 May of the following year. Written nominations must be submitted by the Detachment listing the new and/or reinstated members recruited, with sponsor's name. The nomination will be certified by the Detachment's Commandant and Paymaster and are subject to verification by the Department Paymaster.

The Department Recruiter (Silver) medal and ribbon and a plaque will be awarded to the top recruiter at the convention. Plaques will also be awarded to the second and third top recruiters. Certificates will be awarded to those members recruiting five or more new/reinstated members. Nominations must be submitted to the Department Awards Committee Chair by 1 June.

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**NEWSLETTER AWARD**

Plaque Awards will be presented for the best Newsletter, with second and third place runners-up. Certificates will be issued to those Detachments who send out a minimum of six different Newsletters during the period between the annual Department conventions. Copies are to be sent to the Department Commandant, Senior Vice Commandant, and Newsletter Editor. Newsletters published but not distributed to the listed officers do not qualify for awards. Criteria for the awards will be based on the criteria used for the National Newsletter award and adjusted for the Department of Pennsylvania.

Plaque Awards will be presented for the first, second and third place Newsletter Editors. Newsletter editor awards will be based on the newsletter award criteria most directly influenced by the newsletter editor.

Presentation of the awards for all three places for the Newsletter and Newsletter Editor Awards will be made provided a minimum of six (6) Newsletters are available for judging. The number of awards presented if less than six Newsletters are judged will be determined by the Awards Committee.

**WEBSITE AWARD**

Plaque Awards will be presented for the best Website, with second and third place runners-up. Certificates will be issued to those Detachments who have a website link on the Department Website and update the sites appropriately during the period between the annual Department conventions. Email notifications must be sent by the Detachment Webmaster to the Department Commandant, Department Senior Vice Commandant and Web Team Chair when the site has been updated. Websites that have not been identifiably updated or that have been relocated and links not updated on the Department Website do not qualify for awards. Criteria for awards will be based on criteria developed by the Awards Committee for Websites.

Plaque Awards will be presented to the Webmasters of the best Website, with second and third place runners-up. Certificates will be issued all detachment webmaster whose Detachments have maintained a viable website link on the Department Website during the period between the annual Department conventions.



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Presentation of the awards for all three places for the Website and Webmaster Awards will be made provided a minimum of six (6) websites are available for judging. The number of awards presented if less than six websites are judged will be determined by the Awards Committee.

**TOYS FOR TOTS AWARD**

Totals from the after-action reports submitted by the LCO to the Toys For Tots Foundation will be tabulated on a per capita formula based on the detachments membership level from the previous convention. All after-action reports must be received by the Awards Committee Chair by 1 March following the annual campaign. Plaque Awards will be presented to first, second and third place in each category.

Detachments working with a Reserve Unit or other LCO are eligible for this award. These Detachments must submit a Department After Action Report by 1 March in lieu of a copy of the Toys-for-Tots Foundation report.

Presentation of the awards for all three places in each category in the Toys-for-Tots competition will be made provided a minimum of six (6) Detachments submit after-action reports. The number of awards presented if less than six reports are submitted will be determined by the Awards Committee.

**SPECIAL AWARDS**

**Victor T. Fisher Award (Board of Trustees Commendation)** – To be presented to a member of the Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Fisher. This selection is made by the Department Commandant.

**Commandant's Elected Officer Award** – This award is to be presented to a member of the Board of Trustees who has contributed most effectively to the goals and programs of the Department of Pennsylvania during the immediate past year. The recipient shall be selected by the Department Commandant.

**Commandant's Appointed Officer Award** – This award is to be presented to the Department Appointed Staff Officer who has contributed most effectively to the goals and programs of the Department of Pennsylvania during the immediate past year. The recipient shall be selected by the Department Commandant.

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**TENURE AWARD PROGRAM**

The Tenure award program is to recognize years of membership in the Marine Corps League of each member of the Department. Department Tenure Awards will be presented annually at the Department Convention. Members eligible for this award must be nominated by their Detachments using the Department Tenure Award Nomination Form. The form must be certified by the Detachment Commandant and Paymaster and submitted no later than three (3) years of meeting the requirements for the award sought. Nominations of members outside the three-year cutoff will receive certificates. Awards are made at 25, 50 and 75 years of continuous membership.

A 8"x10" plaque will be awarded to those members who have completed 25 years of service in the League.

A 9"x12" plaque will be awarded to those members who have completed 50 years of service in the League.

A 10"x13" plaque will be awarded to those members who have completed 75 years of service in the League.

Tenure certificates may be obtained through the Department Quartermaster. Detachments may issue certificates to their members signed by the Detachment Senior Vice Commandant at any time without nomination to the Department.

**ROTC AWARD**

The Department of Pennsylvania ROTC Award shall be presented to a Marine graduate of the NROTC program at each of the four (4) Pennsylvania Universities offering an NROTC program; Villanova, University of Pennsylvania, Penn State and Carnegie Mellon. This award shall consist of an encased K-Bar and be presented to a Marine chosen by the staff of the University. The Award should be presented by a Department of Pennsylvania Officer if practicable and as determined by the Awards Committee.

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**MARINE JUNIOR ROTC AWARD**

The Department of Pennsylvania JROTC Award (Marine Corps League's Distinguished Citizen (Bronze) Large Medal and Ribbon, accompanied with the appropriate certificate) shall be presented to the two (2) outstanding cadets from each of the Marine Junior Reserve Officer Training Corps programs, in the Commonwealth of Pennsylvania. The nominees (male or female) are to be chosen by the Senior Marine Instructor at each program. These awards should be presented at their regular awards ceremony by a Department of Pennsylvania Officer if practicable and as determined by the Awards Committee.

The JROTC Awards program may be expanded to include presenting awards at Navy, Army or Air Force JROTC programs if requested by the senior instructor at the respective program and as approved by the MCLPA Board of Trustees.

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**ENCLOSURE FIVE (5)**  
**REPORT OF OFFICER INSTALLATION**  
**SEE NATIONAL ENCLOSURE (5)**

**ENCLOSURE SIX (6)**  
**MEMBERSHIP DUES TRANSMITTAL AND CHANGE FORM**  
**SEE NATIONAL ENCLOSURE (6)**

**ENCLOSURE SEVEN (7)**  
**REQUEST FOR TRANSFER FORM**  
**SEE NATIONAL ENCLOSURE (7)**

**ENCLOSURE EIGHT (8)**  
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**SEE NATIONAL ENCLOSURE (8)**

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**ENCLOSURE NINE (9)**

**DEPARTMENT MARINE OF THE YEAR GUIDELINES**

1. The name and qualifications of the candidate (nominee) for Department Marine of the Year must be typewritten, approved and signed by both the candidate's Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Commandant or Adjutant is the candidate, the Senior Vice Commandant's signature shall sign in place of the candidate.
2. Only one (1) candidate for Department Marine of the Year (MOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Department Marine of the Year must have been made from the floor, brought to a vote and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting. Such fact shall be stated in the nomination letter.
3. The candidate's letter of nomination and shall be placed in an envelope, sealed and identified on the outside of the envelope with the words "CANDIDATE – MOY". This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received.
4. The name of the MOY recipient will be announced during Convention banquet and the Department Marine of the Year award will be made. The names of the other nominees will not be announced nor published.
5. Any Marine member of the Marine Corps League, Department of Pennsylvania, who is in good standing within the League (National, Department and Detachment) is eligible to be a candidate for the Department Marine of the Year and should have the following qualification:
  - a. Performed activities within the U. S. Marine Corps or the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League; and/or

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- b. Achievements and activities in the U. S. Marine Corps, the Marine Corps League and other veterans' organizations and/or
  - c. Achievements and activities within civic, social or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League and/or
  - d. Held an elected or appointed office at the Detachment, Department or National level.
6. The Marine of the Year Society consists of all past recipients of the Department Marine of the Year award. At the annual Department Convention, the members of the Society who are present will hold a meeting to select the new Marine of the Year. The Junior Past Recipient of the Department Marine of the Year has the privilege of presenting the award to the new Department Marine of the Year. If he or she prefers, the Society can choose any other past Department Marine of the Year recipient to make the presentation. At this annual meeting, the members of the Society who are present will elect a President, Vice President and a Secretary/Treasurer to hold the office for the year following the close of the Convention.
7. The Department Commandant will not be a member ex-officio of the Marine of the Year Society unless a recipient of the award.
8. The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.