

**NATIONAL MARINE CORPS LEAGUE
AWARD RECOMMENDATION FORM**

National Award Criteria: When submitting a request for a National award, the request must include all the information regarding what the person has accomplished, while serving in the capacity as a Marine Corps League member, a member of a subsidiary/subordinate unit or person(s) whom exemplify the principles and purposes to which the Marine Corps League was founded.
Award recommendations must be legible. A blank second sheet in typewritten form is recommended, preferably in at least 12 point times new roman, as a continuation of the award recommendation.
The request must be accompanied by the required endorsements. Without the proper endorsements, the request will be denied and returned to the submitter.
Note: All requests for National Awards must be submitted directly to: Chairman, National Awards Committee at the address listed on the National Roster.

From: Name and Title, if any	To: National Commandant	Via: (1) Department Commandant (2) National Division Vice Commandant (3) National Awards and Citations Committee
-------------------------------------	--------------------------------	---

A. Awardee Information

1. Name of Awardee or (Proposed New or Change to existing Award)	2. Detachment Name and Number	3. Dept
4. Awardee is a/an (Please check one) <input type="checkbox"/> Regular Member <input type="checkbox"/> Associate Member <input type="checkbox"/> Other If other, specify _____ (Auxiliary, Young Marine, JROTC, etc.)		5. Membership ID
6. Type of Award	7. Anniversary Ribbon chartered _____ (day) (month) (year)	

8. Justification for Award (Use a blank sheet to continue.):

B. Authorization

(1 st Endorsement) Recommendation for _____ <div style="text-align: right; font-size: small;">Recipients Name</div>	(2 nd Endorsement) Recommendation for _____ <div style="text-align: right; font-size: small;">Recipients Name</div>
(Please check one) Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	(Please check one) Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>
Signature: Department Commandant Department Date	Signature: National Division Vice Commandant Division Date

C. Committee Use Only

From: National Awards and Citations Committee

Subject: Award

Recommendation for _____ We, the National Awards and Citations Committee hereby:

Recipients Name

Approve Disapprove ____ to ____.

Recipients Name

receiving of this award in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).

_____ _____ _____
 Chairman _____ Date

(If disapproved) recommendation for the recipient to receive _____

Instructions:

A.1. Name of Awardee. If this is a Proposed Change to an existing award or a proposal of a new award, so specify and skip blocks 2-5.

- Identify the name of the existing award or identify the name of proposed award in block 6.
- Skip block 7.

A.2. Self-explanatory. If block 4 will be other, provide unit information.

A.3. Self-explanatory.

A.4. Self-explanatory.

A.5. For Identification purposes of Regular and Associate Members only. Failure to provide will not prevent the processing of this award recommendation.

A.6. Name of the existing award or if this is a proposed new award, designated name.

A.7. If this is an anniversary, skip blocks 1-5. Request must be submitted within a time-frame that will permit the Awards and Citations Committee to review the medal and ribbon color scheme.

- Identify anniversary year in block 6, (eg. 75th Anniversary)
- Provide chartered day, month, year in block 7.
- Provide justification in block 8 or attached blank sheet. Identify color scheme of ribbon and design of medal, if any.

Note 2: When Departments celebrate their 50th or more Anniversaries, the medals that are struck for those Departments, and issued or sold at their respective Department Convention to *only those who attended*.

A.8. Self-explanatory.

B. Endorsements of Department Commandant and National Division Vice Commandants. Request will be denied and sent back to submitter if not provided.

- Detachment Commandant forward to your Department Commandant
- Department Commandant forward to your Division Vice Commandant
- Division Vice Commandant forward to the Chairman, National Awards Committee

C. Committee Use Only