

To: National Executive Director/Chief Operating Officer Bob Borka

From: NATIONAL MARINE OF THE YEAR SOCIETY President Jeffrey D. Jones

Subject: Administrative Procedure Change

Proposed Amendment to the National Administrative Procedures:

g. National Marine of the Year Society

(2) Nominations. A letter of nomination for the National Marine of the Year Award must be submitted in the following manner:

(c) When Scanning letters of nomination to computer and sending electronically, ALL letters of nomination will require original signatures on nomination letter from Detachment Commandant and Adjutant. (In the event the nominee is the Detachment Commandant (Regular Member), the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant (Regular or Associate Member), the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

(d) Electronic Submissions to the National Executive Director/Chief Operating Officer, Marine Corps League. Email subject line: "President, National Marine of the Year Society" received no later than 20 July, preceding the National Convention, at which time the nominee is to be judged.

(e) The National Executive Director/Chief Operating Officer responds to sender to acknowledge that the nomination letter was received, and this would serve as the sender's receipt.

(f) The National Executive Director/Chief Operating Officer would have the recipient respond back something to the effect of..... "Kindly acknowledge receipt of this email" or "Please acknowledge receipt of this email".

(g) The recipient can either print out email for their records or save to a file on computer.

Existing National Administrative Procedure:

g. National Marine of the Year Society

(2) Nominations. A letter of nomination for the National Marine of the Year Award must be submitted in the following manner:

(c) Each nomination submitted shall be placed in a sealed envelope and addressed to:  
"President, National Marine of the Year Society."

(d) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, National Marine of the Year Society, c/o Marine Corps League National Headquarters, at their address at that time, and post marked no later than 20 July, preceding the National Convention, at which the nominee is to be judged.

(e) The Society will not accept any nominations which was not submitted and/or received at Marine Corps League National Headquarters as is stipulated herein. (See Enclosure Four (4))

Rationale: It's time to move to the electronic age. The USPS (U.S. Postal Service) is getting slower and slower, and mail is getting lost daily. With the current guidelines of sending nomination letters Certified Mail/Return Receipt, it does not guarantee nomination letters arriving on time. Having nomination letters sent via email ensures it has been received.