

Memorandum

TO: National Security/Foreign Affairs Committee Chairmen
DATE: November 17, 2017
FROM: Tina Wiseley, Administrative Assistant
RE: Military Person of the Year Award

The National Security/Foreign Affairs Committee is responsible for Department Convention Award for the “Military Person of the Year Award”.

The categories are *Active Duty, Reserve and National Guard*. The binders are to be used to submit the respective District Winners’ applications to Department for final Department-level judging. Each binder will contain a copy of the rules and information regarding the award. Binders will be made available at the Mid-Winter Conference.

Additionally, the Department will make available, on the Department website, copies of the application and rules for this award. Each District is responsible for establishing a deadline for District judging. The Districts are to submit their winners to Department on or before the **Department deadline, June 1, 2018**.

It is important that as District Chairman, you establish your District deadline in conjunction with your District Commander. You must also establish a judging committee and transfer the winners’ applications into the 3-ring binders provided.

NO DISTRICT APPLICATIONS CAN BE ACCEPTED IN ANY FORM OTHER THAN THE 3-RING BINDERS ISSUED BY THE DEPARTMENT.

If at any time you have questions concerning the procedures relating to the Military Person of the Year Award, please contact me at twiseley@indianalegion.org or by phone at (317) 630-1300. We wish each of you much success and look forward to your entries in this year’s program.

Cc: All District Commanders

RULES FOR DETERMINING DEPARTMENT WINNERS FOR

MILITARY PERSON OF THE YEAR AWARDS

2017-2018

GENERAL RULES:

ALL nominees for this award must be living individuals within one of the three established categories (Active Duty, Reserve, and National Guard).

No District or Department winners may be certified for consideration of the Military Person of the Year for successive years.

Membership in the American Legion shall not be a requirement or consideration in qualifying any nominee for this award.

The nomination for this award of any member who sits on this committee shall not jeopardize that member's position on this committee. The nominee shall enjoy the same privileges and responsibilities as all other members.

Candidates for the Military person of the Year Award must be residents of the State of Indiana and /or be individuals assigned to an Active Duty, Reserve or National Guard unit within the State of Indiana.

POST & DISTRICT GUIDELINES:

Each Post shall select a Chairman whose responsibility will be to provide the District Committee with a suitable and qualified nominee for the award in each of three categories (Active Duty, Reserve and National Guard).

An official entry form shall be made available to each Post by The Department not later than February. This form will be the only method acceptable for Posts to certify the name and accompanying documentation to the District Chairman.

Each District Chairman shall set his/her own deadline for determining the District winner. Each District Chairman shall appoint a Committee of not less than three, or more than five members whose responsibility shall be to judge all applications and select one winner who shall represent that District in Department competition.

The District Chairman shall be responsible for the assembly of the District winner scrapbook. This may be accomplished by a method of the Chairman's own choice. Scrapbooks will be three ring binders, 8 ½" x 11 ½ "and **only those provided** by Department will be accepted.

RULES FOR MILITARY PERSON OF THE YEAR, PAGE 2

Scrapbooks shall contain fourteen (14) acetate folders providing twenty-five (25) sides for material to be judged and one (1) acetate folder for the Candidate's entry form and one side for the rating index form. Submission should not exceed **(25) single pages**. A photograph of the Candidate **must be submitted**. Tab dividers are provided to separate the album into sections suitable for judging.

Deadline for certifying District winners to Department is June 1, 2018.

Judging shall be by a specially selected panel of not more than five, or less than three persons, and shall include at least one person with a professional background in the military.

Department winners shall be declared on an accumulation of total points using the following rating system:

| | | |
|-------------|------------------------|------------------|
| SECTION I | Professional Career | (0 to 20 Points) |
| SECTION II | Community Service | (0 to 15 Points) |
| SECTION III | Family | (0 to 10 Points) |
| SECTION IV | Letters of Recognition | (0 to 5 Points) |

Entry forms provided by the Department shall be used as the sole instrument of certifying a nominee and shall not be used as a basis of accumulating points toward determining winners. Final judgment shall be made from the documenting materials appearing on the twenty-five (25) pages in the album.

The winners of The Department Award shall be the guests at The Department Convention where the names of the winners will be announced from the podium during ceremonies. It is the responsibility of the District Chairman to assure the presence of their winner at Department Convention.



American Legion, Department of Indiana

Military Person of the Year Nomination 2017-2018

1.) Name of Nominee: _____

Address: _____

City: _____ County: _____ Zip: _____

Telephone: _____

Attach a small photo of the person nominated.

Post No. _____ City _____ District: _____

Category A (Active Duty) _____ Category B (Reserve) _____ Category C (National Guard) _____

2.) Age of nominee: _____ How long in the Military? _____ Branch _____

Present position _____

Military unit _____

Rank/grade _____

3.) List highlights of nominee's military career

This nomination is submitted by _____,

Member of Post No. _____, District _____, Department of Indiana, and attests to its accuracy and completeness.

Signature approving: _____

Post Commander _____ Post Adjutant _____

Indiana Military Person of the Year Nomination

INDIANA AMERICAN LEGION

2017-2018

MILITARY PERSON

OF THE YEAR AWARD

DISTRICT # _____

Candidates Name _____

- A. Professional Career _____
(0 to 20 points)
- B. Community Service _____
(0 to 15 points)
- C. Family _____
(0 to 10 points)
- D. Letters of Recognition _____
(0 to 5 points)

TOTAL POINTS _____

_____ Judge's Initials



2017-2018

DEPARTMENT OF INDIANA

DISTRICT WINNER CERTIFICATION

To be completed by District Commander, District Adjutant and District National Security Chairman.

We, the undersigned, certify that the individual outlined on this form is the winner in the _____
District for the Military Person of the Year Award for 2017-2018 in the following Category:

() Active Duty () Reserve () National Guard

District Commander

District Adjutant

District National Security Chairman

Date submitted to Department: _____

2017-2018

THE AMERICAN LEGION



MILITARY PERSON OF THE YEAR AWARD

| | | |
|--------------------|-------------------------------|-------------------------|
| SECTION I | Professional Career | (0 to 20 points) |
| SECTION II | Community Service | (0 to 15 points) |
| SECTION III | Family | (0 to 10 points) |
| SECTION IV | Letters of Recognition | (0 to 15 points) |