

December 2011

TO: POST COMMANDERS/ADJUTANTS

SUBJECT: Annual Military Achievement Awards Program

Once again, it is time to ask each Post to assist in identifying the “Outstanding Enlisted Men and Women” serving in National Guard and Reserve Units throughout Minnesota.

EACH POST CAN SPONSOR ONE OR MORE CANDIDATES.

The Military Achievement Awards Program offers Minnesota Legionnaires a very visible means of expressing our appreciation and at the same time provides an opportunity to recognize **OUTSTANDING ENLISTED MEN AND WOMEN** from all branches of the National Guard and Reserve who continue to serve our communities, our state and nation.

If you would like an application please contact your District National Security/Foreign Relations Committee or call Department Headquarters at 651-291-1800 or toll free at 1-866-259-9163. The application is also available on our website at mnlegion.org, under programs.

Additional suggestions for ways to recognize the National Guard/Reserve are included on the reverse side of this letter. Your District National Security/Foreign Relations Chairman, (a list of District Chairmen is also included) will have a listing of National Guard and Reserve Units located within your District.

It is our hope that each **Post will begin planning NOW** so that next Fall - at the Department’s Annual Fall Conference - your candidate(s) may be among those receiving one of the Military Achievement Awards!

APPLICATIONS ARE DUE JULY 1, 2012.

****ONCE YOU HAVE COMPLETED YOUR APPLICATION, BE SURE TO SEND APPLICATION(S) TO YOUR DISTRICT CHAIRMAN!** DISTRICT CHAIRMAN WILL SEND APPLICATIONS TO DEPARTMENT HEADQUARTERS.**

As always, we appreciate your help in making this program a success!

Sincerely,

CURTIS NORENBURG, Chairman
National Security/Foreign Relations

enclosure

cc: Chuck Kruger, Department Commander
District National Security/Foreign Relations Chairmen

Department NS/FR Committee
District Commanders

CHECKLIST of Application Criteria/Prerequisites for Candidates applying for The Minnesota American Legion's "OUTSTANDING ENLISTED MAN/WOMAN OF THE YEAR" program.

(Items listed below should be considered by Posts and Guard Reserve Units before submitting Candidate's application.)

1. Requirements that should be met by each nominated Candidate:

- a. Be a member of a Reserve or Guard Component. Candidate could be a member of any of the following: Army National Guard, Air National Guard, US Army Reserve, US Naval Reserve, US Marine Corps Reserve, US Coast Guard Reserve, US Air Force Reserve.
- b. Perform Reserve or National Guard functions routinely within the State or adjacent area.
- c. Be assigned to a Reserve or National Guard Unit on pay status.
- d. Must have been assigned to current Unit during the entire period under consideration (at least current and previous year).
- e. Attended annual training/or call to active duty during period under consideration with Unit.
- f. Maintained at least 95% actual attendance at scheduled drills with Unit to which assigned during period under consideration, unless serving on active duty.
- g. No disciplinary record during period under consideration.
- h. Be qualified in both duty and primary military occupation specialty.
- i. Character and efficiency rating of "excellent" during period under consideration.

2. Additional requirements to be considered in making nominations.

- a. Military appearance and courtesy.
- b. Demonstrated leadership ability.
- c. Overall performance of duties, (i.e., judgment and common sense, reliability, initiative, loyalty, enthusiasm, etc.).
- d. Evidence of Recruiting participation.
- e. Evidence of Meritorious promotions.
- f. Citizenship qualities (participation in and devotion to Community Service and activities . . . no police record).

****CHECKLIST** is for reference only. Please **DO NOT INCLUDE** checklist with the completed application. *****DISTRICT CHAIRMAN**: The above items should also be reviewed and checked by you and may be considered in possible ranking of candidates.

STEPS TO FOLLOW in submitting an application for the “Outstanding National Guard/Reserve Enlisted Man/Woman of the Year” program -

1. Contact your local National Guard/Reserve Unit
 - a. Ask the National Guard/Reserve Unit to select an “Outstanding Enlisted Person” from their Unit before APRIL 2012.
 - b. Provide your local Guard/Reserve Unit with a copy of the application form and checklist for applicants. Ask them to complete the application form after they have selected a candidate.
 - c. Ask Guard/Reserve Unit to return completed forms to Post Commander/Adjutant on or before MAY 1, 2012.
 - d. Complete Post Section of the application form and submit complete application to your District National Security/Foreign Relations Chairman on or before JULY 1, 2012.

****Additional application forms are available from Department Headquarters or from your District Chairman.****

ADDITIONAL SUGGESTIONS for recognizing National Guard/Reserve Units or Members in your community.

These would be especially appropriate during the month of April, which is annually designated by the Governor as National Guard/Reserve Month.

1. Send a letter of appreciation from your Post to the local Unit Commanding Officer.
2. Sponsor a newspaper ad or a radio/TV announcement thanking Guard/Reserve members, their families and their employers for their contributions to Community, State and Nation.
3. Have your Post host a dinner for local Guard/Reserve Members. Members, if possible, include their families.
4. Invite members of your Guard or Reserve Unit to a Post meeting where you could recognize them and thank them for their dedicated service.
5. Help make other community organizations aware of the Guard or Reserve Unit and its members. (An excellent Service Club Program.)

APPLICATION FORM
"OUTSTANDING ENLISTED MAN/WOMAN OF THE YEAR"

1. GENERAL INFORMATION

Name (Give Complete Name) _____

Home Address _____

City _____ State _____ Zip _____

Email: _____

Home Phone Number _____ / _____ Work Phone Number _____ / _____

Date of Birth _____ Place of Birth _____

Education:

Name of High School _____ City _____

Date of High School Graduation _____

Post High School Education (Give names of colleges and years attended. Also Degree(s) received and year received) _____

II. EMPLOYMENT INFORMATION

Employer _____

Address _____

City _____ State _____ Zip _____

Job Title _____ Month/Year Started _____

Immediate Supervisor _____

Brief explanation of duties _____

Previous Employer(s) - Within last five years _____

III. NATIONAL GUARD/RESERVE UNIT INFORMATION

Branch of Service _____

Candidate is a member of: (Give official designation of Unit) _____

Address _____

City _____ State _____ Zip _____

Current Rank _____

Current Duties _____

Number of Years that Candidate has been a member of the National Guard/Reserve _____

Previous **Active Service** Experience (List briefly or attach copy of DD-214) _____

Special Schools Attended (Give name, location and year completed) EXAMPLE: Helicopter Mechanics - Pensacola, FL, 1982 _____

(Use additional sheets if necessary)

IV. COMMUNITY INVOLVEMENT

List Community organizations, groups, etc. with which candidate has been or is currently active:

American Legion Member ? _____ If so, Post Name and Number _____

V. ADDITIONAL INFORMATION

Please attach photocopies of service commendations, awards, decorations, news articles, etc. concerning Military or Civilian activities.

VI. LETTERS OF RECOMMENDATION

Please attach at least two (2) letters of recommendation - one from your Unit **COMMANDING OFFICER**; one from another individual whom you feel knows you well. Also attach a letter from American Legion Post Commander.

VII. APPLICATION

Do you require this application to be returned? YES _____ NO _____

VIII. AMERICAN LEGION POST - Information should be filled out by Post.

This application is submitted by Post _____ of The American Legion located at Address _____

City _____ Zip _____

SIGNATURE (Post Commander or Adjutant) _____

IX. DISTRICT - National Security/Foreign Relations Chairman should fill out this portion.

This Application was reviewed by

National Security/Foreign Relations Chairman for the _____ District.

Date _____

Submitted for Department consideration (DATE) _____

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X. DEPARTMENT COMMITTEE

Acknowledgment Sent (Date) _____

Completed applications should be sent to your District Chairman or to The American Legion, 20 West 12th Street, Room 300A, St. Paul, MN 55155. All applications are due by July 1 of each year. If you have questions, please call 651-291-1800.

RELEASE AUTHORIZATION

"I HEREBY AUTHORIZE RELEASE OF MY THREE MOST RECENT MILITARY EFFICIENCY REPORTS TO THE AMERICAN LEGION. THIS IS IN SUPPORT OF MY NOMINATION AND CONSIDERATION FOR RECOGNITION AS AN OUTSTANDING ARMED FORCES RESERVIST BY THE AMERICAN LEGION. I UNDERSTAND THAT DISCLOSURE IS VOLUNTARY BUT THAT THE INFORMATION WILL BE USED TO EVALUATE MY CANDIDACY FOR RECOGNITION AND FAILURE TO RELEASE THE REPORTS MAY AFFECT MY CANDIDACY. IN CONSIDERATION OF THE FOREGOING PURPOSE, I HEREBY WAIVE ANY AND ALL CLAIMS OR CAUSES OF ACTION IN ANY WAY ARISING FROM THE DISCLOSURE OF THIS INFORMATION."

DATE _____

SIGNATURE _____

2011–2012 NATIONAL SECURITY/FOREIGN RELATIONS COMMITTEE CHAIRMAN

DEPARTMENT:

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