

**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

You are encouraged to 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.

#### 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) \_\_\_\_\_

\* \* \* \* \*

#### X. **DEPARTMENT COMMITTEE**

Acknowledgment Sent (Date) \_\_\_\_\_

Completed applications should be sent to your District Chairman or to The American Legion, 20 West 12<sup>th</sup> Street, Room 300A, St. Paul, MN 55155. All applications are due by August 15 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 \_\_\_\_\_

CHECKLIST of suggested 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 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. Optional (but important) requirements that should 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.

# **SUGGESTED FORMAT FOR APPLICATION**

## **I. COPY OF APPLICATION**

## **II. OUTLINE OF CANDIDATE'S BACKGROUND**

### **A. Brief outline history of individual**

1. Name
2. Date joined military
3. Ranks held, dates achieved
4. Duties, MOS held
5. Schools: military/civilian
6. Awards: military/civilian
7. Community involvement

## **III. PHOTO, IF AVAILABLE, IN UNIFORM**

## **IV. LETTERS**

- A. Commanding Officer/Bn Commander/Platoon Sergeant (at least two)
- B. Letter from Legion Post Commander

## **V. ENLISTED EVALUATION REPORT**

## **VI. COPIES OF AWARDS RECEIVED OR LETTERS OF COMMENDATION OR THANKS.** List awards in outline form, only need photocopies of a few highest awards for show.

## **VII. COMMUNITY INVOLVEMENT**

- A. Attach photocopies of awards received
- B. Letters from individuals for volunteer work

**NOTE:** This is the suggested format for assembling applications in order to assist the National Security/Foreign Relations Committee in the judging.