Distinguished Order of Merit (DOM)

Guidelines and Workbook

Dated: 19 October 2017
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1. **PURPOSE**

Purpose is to outline requirements to earn the Young Marine Distinguished Order of Merit (DOM).

2. **INTENT**

The Young Marine Distinguished Order of Merit (DOM) is the highest award a Young Marine or a Registered Adult can earn. This award is intended to recognize those who have demonstrated, through their superlative example, the values the program considers worthy of special recognition. The DOM is intended for those senior Young Marines who have committed themselves to the ideals of the Young Marine program. Where they have reached a point in their Young Marine careers where a final level of achievement is made through a process reserved for those special few who have excelled to a higher level. This award may also be presented for special recognition to those who have provided a level of support to the Young Marine program at a national level above and beyond the call of duty.

3. **REQUIREMENTS**

Requirements for this award will be laid out in the paragraphs to follow. It is not the intent that this award be easy to achieve, nor impossible. The requirements will be followed and no exceptions will be made. Ribbons that have been earned through the normal Young Marine Training and Education process will not have to be “re-earned.”

Young Marine Requirements

a. Notice of intent by recommendation from a registered adult staff member from their unit or higher headquarters. This notice will be in writing and sent to the training department at National Headquarters. Upon receiving the notice of receipt from National Headquarters the Young Marines may begin to compile the package for submittal and submit the plan for their project.

b. Ensure the Young Marine Record Book is accurate and up-to-date.

c. Submit the Young Marines plan for their Veteran/Community Service Project. This submittal should include the name of the project, who (individual, group, organization) the project will benefit and why. A comprehensive plan of events from start to finish for the project selected. Approvals from appropriate sources and agencies for the project (permits, licenses, etc). Below is an example of a Veterans Service Project Plan.

   Project title: Clean-up and Maintain the Veteran’s Park on Canal Street.

Revised 1/2017
Benefit: This project will benefit the entire community by restoring the Veteran’s Park to a level of pride where the community will be able to come and see the memorials that are there. Currently, all of the memorials and plaques are overgrown with brush and weeds and they require cleaning. The park gate is in disrepair and will need replacing. The flag pole has not had a flag flying from it for many years. It requires scrapping, new paint, a new line and flag.

Plan: I have drafted a letter that will be provided to local businesses explanation of project and with seeking donations. A breakdown of each line item below as well as copies of the permit required for replacing the gate can be found on page 2 of plan. Estimated start date is 1 March with the rededication ceremony taking place on April 15th.

**Estimated Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutting and removing brush and weeds</td>
<td>$40.00</td>
</tr>
<tr>
<td>Cleaning memorials and plaques</td>
<td>$120.00</td>
</tr>
<tr>
<td>Mowing and edging</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replace park gate</td>
<td>$225.00</td>
</tr>
<tr>
<td>Clean, re-paint, attach new line and flag to pole</td>
<td>$300.00</td>
</tr>
<tr>
<td>Re-Dedication Ceremony</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1210.00</strong></td>
</tr>
</tbody>
</table>

1) Things to consider when selecting a project should include but are not limited to:
   - Who or what will this project impact
   - Support of the community – get in writing
   - Media Coverage
   - Assistance and labor
   - Legal Issues – can this be done? What is the liability?
   - What is the plan for future maintenance by yourself or others?

2) Things to do following the successful completion of the project:
   - Submit a complete after action review (AAR) with before and after photos to the National Headquarters Training Department along with proof of completion of the other requirements.

   Send thank you notes to all who assisted you in any way.

d. Ribbon Requirements
   1) Discipline
      i. Earn the Drug Demand Reduction Ribbon with the DEA device.
      ii. Earn the Academic Achievement Ribbon for the previous two completed Academic Years at time of application
      iii. Additional Required (2 of 3)
            1. Physical Fitness Test Ribbon with level II device – earned and maintained for the previous 2 required PFTs
            2. Good Conduct Ribbon
            3. Perfect Attendance Ribbon

   2) Leadership
      i. Earn the Young Marine Staff Ribbon, Advanced Leadership Ribbon, Senior Leadership Ribbon, and Junior Leadership Ribbon
      ii. Additional Required (3 of 6)
          1. Young Marine Staff – National Level
          2. Young Marine Staff – Division Level
          3. Young Marine Staff – Regimental Level
          4. Young Marine Staff – Battalion Level
          5. YM/1stSgt Ribbon
6. YM/SgtMaj Ribbon

3) Teamwork
   i. Earn Community Service with 2 Bronze stars and Veteran Appreciation Ribbon
   ii. Additional Requirements (2 of 3)
       1. Drill Team Ribbon
       2. Color Guard Ribbon
       3. Sportsmanship Ribbon

   e. Write two articles suitable for publication in and submitted to Esprit Magazine. One essay may
      be on any subject dealing with American values. It may be about an event or a prominent
      individual, but one that requires research and relevant facts. The other will be on your
      Veterans/Community Service Project. Include photos of your project for inclusion in the
      magazine. Submit a copy of your articles with your AAR to National Headquarters Training
      Department.

   f. Submit completed package to National Headquarters. Package to include AAR of Project
      and two articles submitted to Esprit.

4. Registered Adult Requirements

   The Distinguished Order of Merit is awarded by the National Executive Director, at his discretion, to
   registered adults who have made a significant impact on the Young Marine Program.
AWARD INFORMATION

The Distinguished Order of Merit is two distinct designs:

The Badge (cast and in color) will be worn on the right breast pocket of the Young Marine Service Uniforms. It can also be worn on a blazer or displayed as in a shadow box.

A subdued patch of the badge will be permanently affixed to the right breast pocket of the official Young Marine woodland style camouflage uniform. On the adult alternative uniform this patch will be placed in the same proximity as the woodland style uniform.

A certificate of authenticity and a letter from the National Executive Director will also be presented.
DOM Suggested Projects

100 Potential DOM Service Project Concepts:
(Ask your UC about your specific idea.)

1. **New structures:**
   - Activity shelter
   - Large Playhouse
   - Outdoor Chapel
   - Information Kiosk
   - Retaining wall
   - Boat Dock
   - Playground Equipment
   - Park fireplace
   - Memorial
   - Bus Shelters
   - Fence
   - Recycling bins
   - Pavilion
   - Cabinets
   - Birdhouses
   - Fish habitat
   - Other: ____________________________

2. **New signs:**
   - Tree ID signs for nature trail or park
   - Historic Information
   - History signs
   - Visitor Information
   - Handicapped Info
   - Other: ____________________________

3. **New sports:**
   - Volleyball court
   - Basketball court
   - Softball diamond
   - Skate park
   - Other: ____________________________

4. **New trails:**
   - Clear and develop a Hiking/Nature/Walking trail or jogging path (With signs)
   - Fitness trail (With fitness stations)
   - Trail signs (For historical events/vegetation classification signs)
   - Trail benches (For visitors to rest)
   - Trash receptacles
   - New Stairs (To facilitate safety)
   - Footbridge (For crossing a stream or valley)
   - Other: ____________________________
DOM Suggested Projects

5. **New seating:**
   - Picnic tables
   - Park benches
   - Sunday School/Pre-school benches
   - Other:____________________

6. **New storage:**
   - Shelving/Cabinets
   - Storage shed
   - Bike Racks for schools/day care centers/parks/churches, etc...
   - Basement storeroom
   - Other:____________________

7. **New garden:**
   - Prayer garden
   - Butterfly garden
   - Garden benches
   - Garden Path
   - Flower beds
   - Gazebo
   - Irrigation system
   - Other:____________________

8. **Plant:**
   - Trees/Shrubs
   - Groundcover
   - Habitat
   - Other:____________________

9. **Accessibility:**
   - Ramps for the handicapped
   - Handicap/safety Railings
   - Handicapped signs
   - Sidewalks
   - Sidewalks/Driveways/Paths
   - Make bathrooms ADA accessible
   - Other:____________________

10. **Map and Catalog:**
    - Public/private Cemetery
    - Spanish or historic missions
    - Local trails
    - Other:____________________
DOM Suggested Projects

Other potential concepts to consider:

___ Convert a storage area into a new disaster room with shelves; for Red Cross use.
___ Build a reading loft for a kindergarten classroom freeing up valuable floor space.
___ Remodel an old building or a house that will provide living quarters for homeless people/veterans.
___ Dig irrigation ditches and lay rock and logs to route stagnant water off of a park trail and into a river.
___ Erecting poles as road guards around a driveway at church/school to protect playground and day-care centers.
___ Make safety railings and Braille signs for a boardwalk at a local nature center.
___ Make food trays for wheelchairs veterans with disabilities at a local Veterans hospital.
___ Cemetery clean up and record veteran’s graves.
___ Research veterans graves in a local cemetery and research their military career and make a binder with pictures and documents to offer information for those doing research.
___ Youth Protection and Identification Program
___ Installing a flag pole and flag for a school/church or local veteran’s organization
___ Construct and install a Guide rope and Braille signs for a boardwalk at a local nature center

What not to do:

• Work on your project (other than planning) prior to getting ALL approvals
• Projects for the Young Marines
• Any project that another Young Marine is using for his DOM project (only one YM gets credit)
• Projects involving only routine labor normally done by volunteers (Your project must allow you to demonstrate creativity, planning, and leadership of others)
• Any project for profit-making organizations. For example:
  o Painting the clubhouse for a home-owners association
  o Installing curb reflectors in a store’s parking lot
  o Doing landscaping for a local business

What to do:

• Consult with Unit Commander and your unit staff, while selecting a project
• Choose a project you will be proud of for the rest of your life
• Do a project that really stretches you, especially in the area of leadership
• Start documenting from day one (you will use this info for your final report)
  o Keep a log of the hours you put into your search for a project
  o Keep a log of notes regarding your search, including names of people you work with

Instructions Prior to Staring Project:

1. A written or typed letter from the coordinator approving your request and if he has specific instructions for the project.
2. Submit photographs of the area before work starts
DOM Suggested Projects

3. Submit your request to National YM Headquarters for your DOM project to be approved. *(You cannot start your project until you have been approved.)* Your request must contain the following:

- [ ] A budget for expenses
- [ ] How you intend to fundraise for the expenses
- [ ] Names of Points of contact to include phone number and email addresses.
- [ ] Who the project will benefit, i.e. VA Hospital, Church, School, County, etc…
- [ ] The purpose of the project, if long term in nature, who will maintain?
- [ ] List estimated number of YMs needed to help with the project

4. Comply with all requirements as stated on the DOM application and the awards manual. See attached DOM application.

5. Any questions will be directed to the Unit Commander or a registered adult assigned by the UC.

**Instructions after completing project:**

1. Complete DOM application.
2. Submit copy of final expenses for project.
3. Photographs of completed project.
5. Letter from coordinator indicating satisfaction of project when completed.
DOM Request Submission Form

Date: __________

YM Division: _______ YM Regiment: _________________________________

YM Battalion: ___________________________________________________

Unit Name & Mailing Address: ______________________________________

1. Young Marine Rank and Full Name: ____________________________ Age: ______

2. Young Marines record book is up to date:

3. Young Marine has required awards per Awards manual:

   a. Discipline
      1. Has earned the DEA Device for the DDR ribbon
      2. Additional required awards (2 of 3)
         1. Good Conduct ribbon
         2. Attendance ribbon
         3. Academic Achievement ribbon
   b. Leadership – has earned Advance, Senior, Junior Leadership ribbons.
      3. Additionally has earned (3 of 6) below ribbons:
         1. YM Staff – National Level
         2. YM Staff – Division Level
         3. YM Staff – Regimental Level
         4. YM Staff - Battalion
         5. YM 1st Sergeant Ribbon
         6. YM Sergeant Major Ribbon
   c. Teamwork – has earned Community Service (w/ 2 Bronze Stars) and Veterans Appreciation Ribbon
   b. Additionally has earned (2 of 3) below ribbons:
      1. Drill Team ribbon
      2. Color Guard ribbon
      3. Sportsmanship ribbon

4. Two articles written for Esprit Magazine (submitted but do not have to have been printed) (List article title and date uploaded). ____________________________________________
5. American values essay:
   a. Title: __________________________________________
   b. Completion date: ________________________________

6. Community Service DOM project:
   a. Date project approved by National YM Headquarters: ______________________
   b. Project type: ______________________________________
   c. Project Start date: ________________________________
   d. Project Completion date: __________________________
   e. Who was project for? __________________________________

7. AAR written and submitted with package

8. Photos of project before and after

9. Package submitted to UC


11. Verification names & contact information (i.e. phone or email) for Community Service project:
    a. ____________________________________________
    b. ____________________________________________
    c. ____________________________________________
    d. ____________________________________________

12. Unit Commanders or XO Signature: ________________________________

(Unit Commander or XO signature must be included on this form. By signing, the UC or XO is verifying that all information above is correct and that Young Marine has met all qualifications for DOM device).

This form and any additional pages or attachments may be scanned and emailed to (michael.guiles@youngmarines.com). If sent via U.S. Postal Service, please mail to: Director, T&E Dept., P.O. Box 70735, SW Station, Washington DC 20024-0735.

**For National Headquarters use:**

| Package reviewed by Director of Training | ☐ |
| Package submitted to Deputy Director | ☐ |
| Young Marine award sent out | ☐ | (Date mailed: __________) |