From: John Gionet, 3rd Young Marine Division Commander, Young Marines
5851 Camellia Dr, Orlando, FL 32807
To: DISTRIBUTION LIST

Subject: 3RD YOUNG MARINE DIVISION AWARDS AND PROMOTION POLICY

Ref: (a) Awards Manual (use current edition)

Encl: (1) Sample Unit Commander request for an award
(2) Sample Battalion Commanders endorsement
(3) Sample Regimental Commanders endorsement
(4) Promotion requests

1. **Purpose:** To promulgate instructions for processing and issuing awards and promotions within the 3rd Young Marine Division and those that need forwarding to National Young Marine Headquarters as stipulated by reference (a) and this policy. Enclosures (1) through (4) provide examples and guidelines for submitting an award or requesting a promotion.

2. **Background:** The 3rd Young Marine Division is responsible for processing and issuing awards and promotions within the 3rd Young Marine Division and processing awards for National Young Marine Headquarters consideration

3. **Types of Awards and Promotions:**

   a. **Awards:**

      1) **Retirement/Honorable Discharge:** Annually by January, each unit should decide which level award should be issued to those deserving Young Marines graduating out of the program either in May/June. If someone is graduating other than the normal timeframe, refer to the processing timelines listed in paragraph 4.

      2) **Special Achievement/Life Saving:**

         a) **Special Achievement:** Refers to billet assignments, specific act worthy of an award or assignment as a Leadership Billet above the Unit Level.
b) **Life Saving:** Are those awards that put a Young Marine either in harm’s way or there was no risk to the Young Marine when assisting someone involved in a serious life threatening situation. Reference (a) contains specific instructions that must be met.

b. **Promotions (Meritorious)**

1) **Retirement/Honorable Discharge:** Annually by January, each unit should decide which deserving Young Marines graduating out of the program either in May/June should be advanced in promotion. Consideration for a meritorious promotion should be based on a Young Marine who has gone above and beyond what is required and for some reason did not finish their requirements. This request should not cheapen the promotion system by promoting every Young Marine leaving the program. The request will be for one promotion, only. If someone is graduating other than the normal timeframe, refer to the processing timelines listed in paragraph 4.

2) **Special Consideration due to unusual circumstances:** Are those promotion requests that correct a disservice to a Young Marine. For example, previous unit or current unit failed to advance Young Marines on a regular basis. Or, a Young Marine Private or Private First Class who excelled above what is expected of someone at that rank or they performed in an extraordinary manner at an event or activity. Young Marines promoted in this category must complete all requirements missing for the rank being promoted to and all the requirements for the next rank. No exceptions.

4. **Processing timelines:**

a. **National Awards:** Normally requests for National Young Marine awards take approximately 4 to 6 weeks. Plan accordingly.

   1) **Retirement/Honorable Discharge:** Must arrive with all endorsements, Unit, Battalion, and Regiment to the Division Commander *Annually by 31 March.*

   2) **Special Achievement/Life Saving:** Must arrive with all endorsements, Unit, Battalion, and Regiment to the Division Commander *within 30 days from the date of action.*

b. **Division Awards:** Normally requests for Division Young Marine awards take approximately 1 to 2 weeks. Plan accordingly.

   1) **Retirement/Honorable Discharge:** Must arrive with all endorsements, Unit, Battalion, and Regiment to the Division Commander *Annually by 15 April.*

   2) **Special Achievement/Life Saving:** Must arrive with all endorsements, Unit, Battalion, and Regiment to the Division Commander *within 30 days from the date of action.*
c. **Regiment Awards:**

1) **Retirement/Honorable Discharge:** Must arrive with all endorsements, Unit and Battalion commanders to the Regimental Commander *Annually by 15 April*.

2) **Special Achievement/Life Saving:** Must arrive with all endorsements, Unit and Battalion commander to the Regimental Commander within 30 days from the date of action.

d. **Battalion Awards:**

1) **Retirement/Honorable Discharge:** Must arrive with all endorsements, Unit Commanders to the Battalion Commander *Annually by 15 April*.

2) **Special Achievement/Life Saving:** Must arrive with all endorsements, Unit and Commander to the Battalion Commander within 30 days from the date of action.

5. **Awards and Promotion Guidelines:**

a. **Awards for Honorable Discharge or Retirement Ceremony:**

1) YM SSgt or below in program less than 3 years an award by the Unit Commander (YMAR or COMR)

2) YM GySgt, SSgt, or Sgt in program over 3 years with a Leadership Position of Responsibility an award by the BN Commander (YMAR or COMR) with bronze palm.

3) YM GySgt, SSgt, or Sgt in program over 5 years with a Leadership Position of Responsibility at a BN or higher an award by the Rgt Commander (YMAR, COMR or PAR) with silver palm.

4) YM GySgt or higher in program over 5 years with a Leadership Position of Responsibility at a Regiment or higher an award by the Division Commander (YMAR, COMR, PAR or MSR) with gold palm.

5) YM GySgt or higher in program over 5 years with a Leadership Position of Responsibility at a Division or higher an award by the National Director. (PCR or DSR)

6) There are exceptions to this rule and they will be handled on a case-by-case basis.

b. **Promotions:** Another option is a meritorious promotion at the time of discharge or retirement. An example would be a Cpl, who did not get a chance to attend a Junior Leadership School, but is enlisting in the U. S. Marine Corps, would be a candidate for promotion to Sgt. Another example is when a YM performed more than a 1,000 hours of community service during their time in the program or maybe a YM who presented more than 25 classes of DDR outside of the YM program. I am open to hear and entertain other scenarios where a YM went above and beyond the call of duty. Ensure the request meets the requirements in paragraph 3. See enclosure (4) for further guidelines.

6. **Action:**

   a. **Regimental Commanders:** RgtCmdrs will comply with reference (a) and this policy.
1) Will review recommended award for appropriateness based on summary of action.
2) RgtCmdrs may request additional documentation as needed.
3) Ensure the Unit Commanders request, meets the requirements of reference (a).
4) May recommend an upgrade to the award or may recommend the award be downgraded.
5) Ensure the Battalion Commanders First endorsement is affixed to the award.
6) Will type a Second Endorsement and forward to Division Commander. No electronic signatures allowed. See enclosure (3).

b. Battalion Commanders: BnCmdrs will comply with reference (a) and this policy.
   1) Will review recommended award for appropriateness based on summary of action.
   2) Battalion Commanders may request additional documentation as needed.
   3) Ensure the Unit Commanders request meets the requirements of reference (a).
   4) May recommend an upgrade to the award or they may recommend the award be downgraded.
   5) Will type a First Endorsement and forward to Regimental Commander. No electronic signatures allowed. See enclosure (2).

c. Unit Commanders: UCs will comply with reference (a) and this policy memorandum.
   1) UCs will submit a recommendation that includes a summary of action. No electronic signatures allowed. See enclosure (1)
   2) Ensure Young Marine is current in Drug Demand Reduction (DDR) hours, Physical Fitness Test (PFT), and has maintained his/her unit drill meetings up-to-date. Ensure Young Marine’s record book in the database is up-to-date.
   3) Attach enclosures that will support the recommendation.
   4) Will include the date of ceremony
   5) Will include the address that the award or promotion should be sent to.
   6) If a promotion, request the date the promotion is effective. Normally should be the same month as the ceremony.
   7) UCs will forward to the appropriate Battalion Commander.

6. Point of Contact: Is Division 3 Commander, SgtMaj John Gionet at email: john.gionet@youngmarines.com or the Assistant Division 3 Commander, Virgil Young at email: virgil.young@youngmarines.com

John M. Gionet
JOHN GIONET

DISTRIBUTION LIST:
Assistant Division Commander
Regimental Commanders
Battalion Commanders
Unit Commanders
From: Unit Commander
To: National Director, Young Marines *(Or to Commander in the chain you are requesting the award)*
Via: (1) Battalion Commander
(2) Regimental Commander
(3) 3rd Young Marine Division Commander

Subj: RECOMMENDATION FOR ________, Ym Unit

1. It is my distinct pleasure to recommend YM ________ with the utmost enthusiasm for the ___________ Ribbon. YM ________ is well deserving of the ___________ Ribbon for her service to the Young Marine program from 20XX to 20XX.

2. As Unit Commander of the ___________ and as her Unit Commander I have had the chance to know and observe YM ________ perform as a Young Marine for last _______ years. His/Her bearing, demeanor and can-do attitude make him/her the embodiment of what Young Marines should strive for. His/Her infectious smile makes everyone feel welcome. He/She is well liked and respected by all whom he/she comes in contact with.

3. YM ________ is very dedicated and is an energetic go-getter with a can-do attitude. He/She can always be found helping other Young Marines and other units. He/She always has ideas to help improve the ___________ and the quality of life for the Young Marines. Just an all-around individual with high ideals who wants nothing more than to give the Young Marine program all it has to offer to all Young Marines.

4. The below bullets highlight some of YM ________ accomplishments during his/her tenure in the Young Marine program:

   - Joined YM:
   - Community service hours: Over ______ hours
   - JLS: ______
   - SLS: ______ Graduated as Honor Graduate
   - Unit Young Marine of the Year 2010 through 2011
   - Attended NGO ______
   - Attended MOWW ______
   - National/Division/Regimental/Battalion Instructor
   - Scored ______ points last PFT ______
   - Attended over _______ National/Division/Regimental/Battalion/Unit encampments

Enclosure (1)
• Member of the Unit Color Guard for last _____ years
• Frequently speaks at local schools on Drug Demand Reduction and recruiting Young Marines
• Add additional bullets that show specific events or achievements within the YM Program and bullets for Non YM achievements or activities

5. I have reviewed YM __________________ record book and certify that the following requirements have been met and are up-to-date, specifically; the last 12 months for Drug Demand Reduction (DDR) hours and Physical Fitness Tests (PFT). In addition, he/she is current in attending unit meetings and unit events and is a Young Marine in good standing.

6. Provide the following information:

• Honorable Discharge/Retirement Ceremony date: __________________
• Address that award will be mailed to: ____________________________

7. As a student, YM _______ was dedicated, loyal and hardworking. He/She always stepped up to the plate to perform her duties. He/She gave a 110 percent in everything he/she did. Besides being knowledgeable, he/she was always willing to learn and improve her abilities as a Young Marine. In addition, he/she was friendly, caring and willing to help other students with their studies.

8. As an Instructor, YM _______ was articulate, knowledgeable and professional. He/She was able to articulate Young Marine curriculum so that all students were able to learn from him/her knowledge. He/She prepared his/her lessons and was always ready to instruct. YM _______ was always fair and consistent in dealing with subordinates, his/her peers and superiors.

9. Therefore, it is my pleasure to recommend YM _______ for the ____________ Ribbon. His/Her bearing, demeanor and can-do attitude make him/her the embodiment of what Young Marines should strive for. He/She is the type of person that anyone would want on their team. His/Her courage and commitment to the Young Marine program not only brings credit to himself/herself, but to his/her Unit, Battalion, Regiment, Division, National and his/her family, school and community.

SIGNATURE (Not Electronic)
NAME (Typed)

Enclosure (1)
FIRST ENDORSEMENT on UC _______ Young Marine Unit dated _________

From: Battalion Commander
To: National Executive Director *(Or to Commander in the chain you are requesting the award)*
Via: (1) Regimental Commander
(2) 3rd Division Commander of Young Marines

Subj: RECOMMENDATION FOR __________________________ RIBBON; CASE OF YM ________, YM UNIT __________________________

1. Forwarded recommending approval.

2. I have reviewed YM ______________ record book and certify that the following requirements have been met and are up-to-date, specifically, the last 12 months for Drug Demand Reduction (DDR) hours and Physical Fitness Tests (PFT). In addition, he/she is current in attending unit meetings and unit events and is a Young Marine in good standing.

3. It is my distinct pleasure to recommend with the utmost enthusiasm YM ______________ for the ______________ Ribbon.

4. You may add additional pertinent information here.


SIGNATURE (Not Electronic)
NAME (Typed)
SECOND ENDORSEMENT on UC __________ Young Marine Unit dated __________

From: Regimental Commander
To: National Executive Director *(Or to Commander in the chain you are requesting the award)*
Via: 3rd Division Commander of Young Marines

Subj: RECOMMENDATION FOR __________________________ RIBBON; CASE OF
       YM __________________ YM UNIT ____________________________

1. Forwarded recommending approval.

2. I have reviewed YM __________________ record book and certify that the following requirements
   have been met and are up-to-date, specifically; the last 12 months for Drug Demand Reduction (DDR)
   hours and Physical Fitness Tests (PFT). In addition, he/she is current in attending unit meetings and unit
   events and is a Young Marine in good standing.

3. It is my distinct pleasure to recommend with the utmost enthusiasm YM _______ for the
   __________________________ Ribbon.

4. You may add additional pertinent information here.

SIGNATURE (Not Electronic)
NAME (Typed)

Enclosure (3)
Instructions for Requesting Promotions

Request for promotions are less formal and may be handled by email or by a standard letter request, similar to requesting awards.

**Unit Commander:** May use the standard letter format or promotion requests may be handled by email as long as the following is accomplished:

- Unit Commanders name
- UC's phone number
- Submission time frame: **Must be submitted in time to allow Battalion and Regimental commanders to add their endorsements and be forwarded to the Division Commander to arrive no later than 30 days prior to promotion ceremony date.**
- Summary of Action: This should be similar in format as the standard award letter. Please include specific reasons for the promotion, Honorable Discharge, Retirement, non-promotion opportunities. In addition, explain why they deserve the promotion. For example, Promotion to Sergeant will benefit Young Marine entering the Armed Forces. Young Marine had scheduling conflict and was not able to attend appropriate Leadership School, etc...
- Ensure Young Marine is current in Drug Demand Reduction (DDR) hours, Physical Fitness Test (PFT), and has maintained his/her unit drill meetings up-to-date. Ensure Young Marine's record book in the database is up-to-date.
- Date promotion is needed: __________
- Who promotion warrant is to be forwarded to: __________________________

**Battalion Commander:** May use the standard letter format or promotion requests may be handled by email as long as the following is accomplished:

- Battalion Commanders name
- A recommendation for approval or disapproval. If disapproved, please explain your reasoning.

**Regimental Commander:** May use the standard letter format or promotion requests may be handled by email as long as the following is accomplished:

- Regimental Commanders name
- A recommendation for approval or disapproval. If disapproved, please explain your reasoning.