



# Greater Cleveland Young Marines

5572 Smith Road  
Brookpark, OH 44142  
216.373.1410

**TO:** Young Marines, Unit Staff and Support Staff

**DATE:** May 10, 2008

**Procedure:** Award & Promotion Recommendation Submission Policy

**Changes:**

This policy is in effect as of May 10, 2008 and will remain in effect until further notice is provided in writing by the Commanding Officer.

**Objective**

To provide a written course of action for cataloguing incoming paperwork to ensure that award and promotion recommendations are submitted to the correct staff person. This procedure if followed will help eliminate lost or misplaced award and promotion recommendations to assist in expedited printing and distribution of warrants.

1. Complete the Award Recommendation form in its entirety.
2. Submit the form and any required documentation to the Admin Office and log submission into the Award & Promotion Recommendation Check In/Out Log with YMSN, E#, Rank, Platoon, Last Name, First Name, Award#, Description, with your legible signature. Once you have completed the entry into the log Admin will date and initial that paperwork has been received.

Once the award has been printed, signed and a copy has been made for the Young Marines Record Book the date will be recorded in the log book as complete.

You can check the status of the award by checking the log book for an entry indicated in the date out column.

Alan E. Herrington (Col ret)  
Commanding Officer  
Greater Cleveland Young Marines