



UNITED STATES MARINE CORPS  
COMBAT LOGISTICS BATTALION 11  
11TH MARINE EXPEDITIONARY UNIT  
UNIT 42325  
FPO AP 96620-2325

1730  
CHAP

NOV 21 2011

POLICY LETTER 8-11

From: Commanding Officer  
To: Distribution List  
Subj: MARINE OF THE MONTH

1. Purpose. To announce the Combat Logistics Battalion 11 (CLB-11) policy governing the Marine of the Month program (MOTM).

2. Background. Motivating Junior Marines and Sailor to perform outstanding is an important part of mentoring great leadership for the future. The MOTM Program is designed to encourage outstanding performance while at the same time rewarding the "Home Front Heroes" back at home. Junior Marines and Sailors are inspired to excel so that a gift with a message saying the Marine or Sailor has outperformed every Junior Marine or Sailor on the Ship. The MOTM creates a healthy esprit de corps for the deployed member as well as the family back home.

3. Policy.

a. One Marine or Sailor, E-4 or below, will be nominated from the Pearl Harbor by a designated E-5 or above. The Sergeant Major of Troops will make the final determination for the MOTM. All monthly submissions need to be turned in to the CLB-11 Chaplain's Office no later than 1200 on the 2nd Sunday of each month. The candidate will be selected in accordance with the following criteria:

1) Clearly displayed superior conduct and performance of duties.

2) Displayed high levels of maturity, responsibility, integrity, leadership, and esprit de corps.

b. The Family of the "Marine of the Month" will receive a specialty basket, a gift certificate or a Visa Card in the sum of \$100 from Bells of Freedom.

1) The CLB-11 Religious Program Specialist (RP) will contact the Family Readiness Officer (FRO) each month to relay the MOTM.

2) The FRO will email MOTM selectee's Family to receive gift.

3) Each month Bells of Freedom will deliver prize to the CLB-11 FRO's Office.

4) Gift baskets will be picked up at CLB-11's FRO Office.

c. Combat camera will take a photo of the MOTM to be displayed on the Mess Deck.

d. The MOTW program shall commence on the 14th of December, 2011.

e. The program will be managed by the CLB-11 RP, who is responsible for coordinating with the ship.

A handwritten signature in black ink, appearing to read "A. J. Bergen".

A. J. BERGEN