



UNITED STATES MARINE CORPS

HEADQUARTERS COMPANY
SECURITY BATTALION
2043 BARNETT AVENUE
QUANTICO VIRGINIA 22134-5102

5305
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COMPANY POLICY LETTER 1-23

From: Company Commander
To: Distribution

Subj: HEADQUARTERS COMPANY'S MONTHLY MOTIVATOR AWARD IMPLEMENTATION

Encl: (1) Nomination Form Template
(2) Meritorious Mast Template

1. **Purpose.** To set forth procedures and guidelines for Headquarters Company's (HQCo) Monthly Motivator Award to appreciate and acknowledge Marines and Sailors within the Company for their leadership, motivation, and commitment to serving those around them.

2. **Background.** HQCo Marines and Sailors have displayed the propensity to excel within their billet, while conducting themselves as leaders, and while serving as an inspiration to those around them. Although these actions may not rise to the merit of an individual personal award, their efforts and successes have been identified and should be acknowledged.

3. **Commander's Intent.** To provide ample opportunities for HQCo Noncommissioned Officers (NCO) and junior Marines and Sailors to identify, nominate, and select peers that stand out for billet accomplishments, servant leadership, and serve as the epitome of motivation and inspiration.

4. **Policy.** With the implementation of this policy, HQCO personnel will become familiar and disseminate the guidance and templates provided below.

a. On the last day of the month, every Marine and Sailor is eligible to submit a nominee to be that month's HQCo Monthly Motivator.

b. All Marines in the grades from E-1 to E-5 are eligible to be nominated in accordance with enclosure (1). Although previous submission and/or selection as HQCo Monthly Motivator does not preclude the opportunity for a second nomination/selection, the reviewing panel shall take it into consideration.

c. All submissions are due to the HQCo First Sergeant (1stSgt) NLT two working days after the last day of the awarding month. The selection board will convene NLT two working days from the compilation of all submissions. The selection board has one day to review and select the winner (e.g., if 31 January is a Monday, nominations would be due to the HQCo 1stSgt by COB Wednesday, 2 February. The selection board will convene sometime between Thursday and Friday, 3 or 4 February and selection is made by COB).

d. The selection board will be designated by the HQCo 1stSgt and comprised of five total members: One Staff Noncommissioned Officer (SNCO) to serve as the chair of the board, three NCOs, and one junior Marine.

(1) Although not a requirement, every attempt should be made to include different board members every month from varying sections within the company.

(2) If able, the board members should be from sections with no nominees submitted for that month.

e. The selection board will review all nominations and identify a primary and alternate winner by a majority vote. The HQCo 1stSgt and Company Commander will serve to resolve any disputes that cannot be reached by a consensus from the selection board. In the event the primary winner is unable to be awarded, the HQCo 1stSgt and Company Commander will make the decision to award the alternate or, if necessary, reconvene the selection board.

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f. The awardee will be presented as the winner by the HQCo Company Commander and 1stSgt in a formal manner with a large gathering (e.g., Company Formation, field day, etc.).

g. Although not a comprehensive list, the awardee shall earn:

(1) Meritorious Mast signed by the HQCo Commander per enclosure (2).

(2) Custom tag to be included on the "HQCo Monthly Motivator" award plaque to be displayed in a public area. Each tag will include the awardee's rank, name, section, and month and year they were selected (e.g., *Cpl Daniel J. Daly [IPAC] Feb 2023*).

(3) Professional photo in Service B/C to be displayed alongside the award plaque.

(4) The opportunity to be highlighted at all Battalion and Company functions to serve as a source of inspiration to all (e.g., guidon bearer at formations, in the front of the company for battalion runs, etc.).

5. Applicability. This policy applies to all personnel assigned to or augmenting Headquarters Company, Security Battalion, Marine Corps Installation National Capital Region-Marine Corps Base Quantico.


M. R. MENCHACA



FOUO
Sergeant John Basilone
First Battalion, First Marine Division
MOS 0331



Section: Heavy Machine Guns **Billet:** NCOIC



Leadership: With ammunition critically low and the supply lines cut off, Sgt. Basilone, at great risk of his life and in the face of continued enemy attack, battled his way through hostile lines with urgently needed shells for his gunners, thereby contributing in large measure to the virtual annihilation of a Japanese regiment.

Motivation: While the enemy was hammering at the Marines' defensive positions, Sgt. Basilone, in charge of 2 sections of heavy machine guns, fought valiantly to check the savage and determined assault. In a fierce frontal attack with the Japanese blasting his guns with grenades and mortar fire, one of Sgt. Basilone's sections, with its guncrews, was put out of action, leaving only 2 men able to carry on. Moving an extra gun into position, he placed it in action.

Service: Under continual fire, he repaired another machine gun and personally manned it, gallantly holding his line until replacements arrived. During brutal fighting with heavy casualties on both sides, he killed at least 38 Japanese soldiers. He returned home to a hero's welcome, including a parade featured in "Life" magazine. But he requested to return to combat, stating that he was just "a plain soldier" who belonged with his unit.

Submitter's Comments: Sgt Basilone elevates the performance of the Marines around him. With him in charge, I strive to be the best Marine I can be. He led multiple section PTs and helped us reach PRs, he is always seen mentoring Marines within his MOS, and takes time out of his day to ensure Marines are making their scheduled medical appointment.

ENCLOSURE (1)



SERGEANT JOHN BASILONE

was, on the 25TH day of OCTOBER, 1942,

the subject of a

MERITORIOUS MAST

conducted by the

COMPANY COMMANDER
HEADQUARTERS COMPANY
SECURITY BATTALION
QUANTICO, VIRGINIA

for outstanding service as follows:

FROM 24 TO 25 OCTOBER 1942, SERGEANT BASILONE PERFORMED HIS DUTIES IN AN OUTSTANDING MANNER WHILE SERVING AS NONCOMMISSIONED OFFICER IN CHARGE OF TWO HEAVY MACHINE GUN SECTIONS, FIRST BATTALION, FIRST MARINE DIVISION. SERGEANT BASILONE'S DISPLAYED UNWAVERING BRAVERY AS HE BATTLED THROUGH HOSTILE ENEMY LINES UNDER CONTINUAL FIRE. HE REPAIRED AND MANNED MACHINE GUNS DESTROYING THE ENEMY WHILE ENSURING THE MARINES UNDER HIM WERE DEFENDED. HIS HEROISM ELEVATED THE MARINES AROUND HIM. HIS LEADERSHIP WAS ON DISPLAY EVERY DAY FROM PHYSICAL TRAINING SESSIONS TO PROPER INFANTRY TACTIC EMPLOYMENT. SERGEANT BASILONE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT ON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

MOSES R. MENCHACA
CAPTAIN, U.S. MARINE CORPS
COMPANY COMMANDER

ENCLOSURE (2)