

**Brazos Valley Detachment #1391
Administrative Procedures**



**Brazos Valley
Detachment #1391
Marine Corps League
Administrative Procedures**

Brazos Valley Detachment #1391

Administrative Procedures



BRAZOS VALLEY DETACHMENT #1391 MARINE CORPS LEAGUE

17 May 2021

From: Brazos Valley Detachment #1391, Marine Corps League
To: Distribution List

Subj: BRAZOS VALLEY DETACHMENT #1391 ADMINISTRATIVE PROCEDURES

Ref: Department of Texas Administrative Procedures, 2019

1. **Purpose.** These Detachment Administrative Procedures provides guidance concerning the function and organization of the Marine Corps League. The primary goal of these Administrative Procedures is to supplement the Detachment Bylaws and to ensure that the Marine Corps League is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws.
2. **Background.** At the 2019 Department Convention held in Abilene, TX, the Department Administrative Procedures were completely rewritten to ensure that the Marine Corps League is following all local, state, and national legal requirements. These Department Administrative Procedures state the responsibilities incumbent upon all Marine Corps Leagues members and state the requirements that will ultimately facilitate the mission of the League. The Brazos Valley Detachment #1391 chose to draft administrative procedures not only to facilitate its mission in the Brazos Valley, but to also facilitate officer turnover training and also provide adequate supporting guidance for the Detachment's annual calendar of events and activities.
3. **Goal.** The goal of the Detachment Administrative Procedures is to provide the Marine Corps League leadership effective resources and guidance to ensure that the Detachment and its members successful and relevant to the membership. These Administrative Procedures and the Detachment's Bylaws sets the specific guidelines and requirements for all Marine Corps League members to follow.
4. **Ratification.** These Detachment Administrative Procedures were presented to all members at the Detachment meeting held in College Station, TX, on Monday, May 17, 2021. There was a motion and a second by qualified members to accept and approve the Detachment Administrative Procedures. Discussion phase was opened, and all questions or changes were made. The Detachment Administrative Procedures were ratified/approved by majority vote of all members present at the Detachment meeting on Monday, May 17, 2021.

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5. Effective Date of Department of Texas Bylaws. These Detachment Administrative Procedures were made effective on Monday, May 17, 2021, reflecting the guidance in the 2019 Department Administrative Procedures, Chapter X, Section 10025.

6. Reviewed and Approved:



Steve Ament
Detachment Commandant



Glen Saunders
Detachment Sr. Vice Commandant

Respectfully Submitted:



Thorin Moser
Detachment Staff Judge Advocate

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CHAPTER ONE

GENERAL

SECTION 1000 – NAME AND PURPOSE The name of the body corporate is the Brazos Valley Detachment #1391 Marine Corps League and is a subsidiary organization of the National Marine Corps League, which is a nonprofit Corporation incorporated by an act of the seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington DC on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

- (a) To preserve the traditions and to promote the interest of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of the men and women who have given their lives to the Nation;
- (e) To foster love for the principals which they have supported by blood and valor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those serving and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines and former Marines as well as to their spouses, orphans and parent(s).
- (i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 1005 – LOCATION The principal location shall be the counties of Brazos, Burleson, Grimes, and Robertson (which collectively comprise the Bryan–College Station metropolitan area), as well as the neighboring counties of Leon, Madison, Milam, Walker, Waller, and Washington.

SECTION 1010 – SEAL The seal of the Brazos Valley Detachment #1391 Marine Corps League shall be round in shape, containing in the center thereof the State of Texas, with a lone star positioned to represent the location of the Brazos Valley. The logo will be surrounded by the words, “BRAZOS VALLEY DET #1391 – EST. APRIL 14, 2012” within a border of two narrow rings.

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SECTION 1015 – POLICY

- (a) The supreme power of the Detachment #1391 shall be vested always in its membership functioning through business at regular membership meetings; executive and administrative powers only will be delegated to its Board of Trustees or to the individual members of the Detachment.
- (b) The Detachment shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and nonpartisan; nor shall it be biased on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as a basis for special consideration or preferment.
- (c) Nothing in the preceding section shall prohibit the Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 1020 – ORGANIZATION The constituted bodies of this organization shall be:

- (a) The Detachment Organization to be known as the Brazos Valley Detachment #1391 Marine Corps League.
 - 1. The organization is assigned Employer Identification Number (EIN) 47-1592412 with the Internal Revenue Service (IRS), and is reported as a 501(c)4 organization to the IRS. The Department of Treasury issued a tax exemption certification with an effective date of October 4, 2012.
 - 2. The organization was incorporated under the laws of the State of Texas by the Office of the Secretary of State on October 4, 2012, and is certified to be a NON-PROFIT CORPORATION with File Number 801666179.
- (b) Such other subsidiary committees as the Detachment may create, establish, or recognize.

SECTION 1025 – COMPLIANCE WITH DEPARTMENT BYLAWS AND ADMIN PROCEDURES

- (a) The Department Bylaws and Administrative Procedures shall prevail should there be any inconsistency between the Brazos Valley Detachment #1391 Bylaws and Administrative Procedures and those of the Department of Texas.
- (b) Any amendments to, or revisions of the Department Bylaws and Administrative Procedures, hereafter adopted which may be in conflict with these Detachment Bylaws and Administrative Procedures shall automatically become part of these Bylaws and Administrative Procedures.
- (c) Within these Bylaws and Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and Administrative Procedures are to be considered as an integral part of these Bylaws and Administrative Procedures.

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CHAPTER TWO

DETACHMENT ORGANIZATION

SECTION 2000 – AUTHORITY

- (a) The Detachment shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies including such bylaws and procedures as it may itself promulgate which are not in conflict with either National and/or Department Bylaws and Administrative Procedures.:
- 1. The elected officers are the Commandant, Senior Vice Commandant, Junior Vice Commandant, Paymaster, and Judge Advocate.
- 2. The Detachment Commandant shall appoint the following officers – Adjutant, Chaplain, Sergeant-at-Arms, Web Sergeant, and MCL/MFL Liaison – and other officers deemed necessary to serve the needs of the Detachment.
- 3. The Detachment Commandant shall appoint committees he/she may deem necessary to serve the needs of the Detachment.

SECTION 2005 – INSTALLATION OF DETACHMENT OFFICERS

- (a) The installation of Officers shall be held during a formal ceremony following the officer elections in accordance with Department Administrative Procedures.

SECTION 2010 – APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS

- (a) All appointed officers, Committee Chairs and Committee Members shall serve at the pleasure of the Detachment Commandant and the Detachment Board of Trustees.
- (b) All of the above shall surrender all monies, records and properties of the Detachment in their charge to their successors.

SECTION 2015 – PROCEDURES

- (a) Immediately preceding the convening of each Detachment meeting, the Detachment Commandant will determine and establish the sequence and procedures that the business of the meeting shall be conducted, provided such determination is in conformity with the Detachment Bylaws and Administrative Procedures.

SECTION 2020 – RULES OF ORDER

- (a) The Detachment Bylaws and Administrative Procedures shall govern the procedure and conduct of each Detachment meeting. The Parliamentary Authority for meetings shall be *Robert's Rules of Order Newly Revised*, in accordance with the Department Bylaws.

SECTION 2025 – DUES

- (a) The Detachment shall fix the amount of its annual membership dues. Annual dues shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and/or National Headquarters shall be forwarded with a standard Transmittal form immediately to the Department Paymaster for processing.

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SECTION 2030 – QUORUM

- (a) Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be in accordance with Department Bylaws and Administrative Procedures. The Detachment has fixed the minimum number (quorum) of members and officers in its Bylaws.
- (b) If a quorum is not met, then Detachment business requiring a decision, such as Detachment expenditures or obligations, cannot be conducted. Such Detachment business will need to be tabled until the next time the quorum requirement can be met. Detachment business not requiring a decision may be discussed.
- (c) In extraordinary circumstances that prevent a quorum of membership, a meeting or conference call may be permitted to discuss Detachment business provided there is a quorum of officers per Detachment Bylaws.

SECTION 2035 – MEMBERS

- (a) Refer to Department Administrative Procedures, Chapter Six.

SECTION 2040 – POWERS

- (a) Detachment expenditures and commitments require a discussion at the regular membership meetings
- (b) Without regular membership discussion, the Commandant has authority to spend up to but no more than \$500 in support of any Detachment activity deemed appropriate in consultation with the Detachment Officers.
 - 1. If such an event occurs, then the Commandant is obligated to provide details and an explanation at the next regular membership meeting to be recorded in the meeting minutes.
- (c) In situations in which the Detachment Commandant cannot not be present, a quorum of the Detachment elected officers is authorized to conduct business on behalf of the Detachment.
 - 1. An explanation of any business conducted is still required and must be recorded in the meeting minutes.
- (d) The Detachment Committees, being administrative only, will:
 - 1. Conduct their activity in accordance with the Detachment Bylaws and within guidance from the Detachment Commandant;
 - 2. Be held accountable to the Detachment Board of Trustees;
- (e) Detachment members do not have the authority to spend any of the Detachment's funds or commit the Detachment to any event or any other obligation without a discussion with and approval from the, Detachment Commandant, Detachment Board of Trustees or the Detachment membership as a whole.

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CHAPTER THREE

DETACHMENT COMMITTEES

SECTION 3000 – BOARD OF TRUSTEES

- (a) It shall be the duty of the Board of Trustees to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Detachment a financial program and budget for the conduct of business and affairs for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the Detachment. The Commandant will chair this committee.
- (b) Reference [Enclosure \(L\)](#) for more details.

SECTION 3005 – MARINE OF THE YEAR SOCIETY

- (a) Marines who have been formerly honored as Brazos Valley Detachment #1391 Marine of the Year shall assume the privilege of membership in the Marine of the Year Society. The Detachment's most senior Marine of the Year present will chair this committee.
- (b) The Society is charged with receiving and reviewing recurrent nominations for the Marine of the Year award and selects a spokesperson from among their membership to name their selection for the Detachment Marine of the Year at the Detachment Christmas party.
- (c) Nominees for Marine of the Year must be a member in good standing of the Marine Corps League, and may include Marines, FMF Corpsmen, FMF Chaplains, Associate Members, and Honorary Members.
 - a. NOTE: only regular members may be submitted for Marine of the Year at the Department level or higher.
- (d) Reference [Enclosure \(Y\)](#) for more details.

SECTION 3010 – BENEVOLENCE COMMITTEE

- (a) The Benevolence Committee shall have the duty of formulating, implementing, and executing a benevolence program to effectuate the purposes of evaluating the eligibility and supporting Marines, FMF Corpsmen, FMF Chaplains, and their families in need in the Brazos Valley. The Chaplain will chair this committee.

SECTION 3015 – FUNDRAISING COMMITTEE (*ad hoc*)

- (a) The Fundraising Committee shall serve to organize events that raise monetary support for all Detachment financial commitments, such as the Harry Bruce "Retreat Hell" award, Detachment scholarships, operating needs, and benevolence. The Detachment Commandant will appoint a chair for this committee.
- (b) The Fundraising committee will also develop a marketing plan to encourage participation and support for all fundraising activity.
- (c) Fundraising activities may be entered into by the Detachment as directed and permitted by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER TEN.

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SECTION 3020 – RECRUITING SUBSTATION COLLEGE STATION COMMITTEE

- (a) The committee shall coordinate any supporting efforts for RSS College Station – in particular the Poolee Family Night event. The Detachment Commandant will nominate a chair for this committee.
- (b) Reference [Enclosure \(J\)](#) for more details.

SECTION 3025 - SCHOLARSHIP COMMITTEE

- (a) The Scholarship Committee will allocate and distribute funds in support of any Detachment scholarship awards. The Detachment Paymaster will chair this Committee.
- (b) The Scholarship Committee shall have custody of scholarship funds through the Detachment Paymaster and shall be prepared to give a complete accounting as to the disposition of same at the Detachment regular meetings.
- (c) The Scholarship Committee shall develop all requirements and standards for scholarship awards, to include identifying eligible recipients, such as:
 - 1. Marines, FMF Corpsmen/Chaplains honorably discharged from the service;
 - 2. Children of Marines or FMF Corpsmen/Chaplains who lost their lives in the line of duty;
 - 3. Children of active members of the Brazos Valley Detachment 1391;
 - 4. Grandchildren of active members of the Brazos Valley Detachment 1391;
 - 5. Members-at-Large in the State of Texas, Marine Corps League, Marine Corps League Auxiliary or any honorably discharged Marine in need of rehabilitation training not provided for in government programs;
 - 6. Any needy person seeking further education and training upon recommendation of a Detachment Commandant in the Department of Texas or the Marine Corps League.
- (d) Reference [Enclosures \(G\)](#) and [\(H\)](#) for more details.

SECTION 3030 – AWARDS AND CITATIONS COMMITTEE

- (a) Shall have the duty of recommending awards and citations for use by the Detachment and shall certify that any recipient is worthy of said awards. The Committee shall establish written guidelines and/or forms, as it deems necessary and appropriate. The Detachment Commandant will appoint a chair for this Committee.

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SECTION 3035 - HARRY BRUCE “RETREAT HELL” AWARD COMMITTEE

- (a) The Harry Bruce “Retreat Hell” Award committee shall coordinate with the Texas A&M Professor of Naval Science to identify the award annual recipient. The Senior Vice Commandant will chair this Committee to accomplish the following tasks:
 - 1. The committee will maintain a direct line of communication with the Professor of Naval Science or his/her delegate to keep current on the plan for identifying the award recipient as well as the commissioning ceremony schedule for said recipient.
 - 2. The committee will arrange for or purchase a Mameluke sword in accordance with the identified recipient’s height and arrange shipping in time to present at the recipient’s commissioning ceremony.
 - 3. The committee will also communicate the commissioning ceremony event details to the widow Mrs. Dorothy “Dottie” Bruce in a timely manner to facilitate her attendance as well as any family members.
- (b) Reference [Enclosure \(M\)](#) for more details.

SECTION 3040 – NOMINATION COMMITTEE (*ad hoc*)

- (a) In accordance with the Detachment By-laws, the Nomination Committee will solicit and recommend officer nominations for the Detachment elections. The Detachment Commandant will appoint a chair for this committee.
- (b) Reference [Enclosure \(I\)](#) for more details.

SECTION 3045 – MARINE FOR LIFE-MARINE CORPS LEAGUE LIAISON

- (a) It shall be the duty of the Brazos Valley Detachment 1391 Marine For Life-Marine Corps League (MFL-MCL) Liaison to coordinate and support any requests from the Southeast Texas MFL-MCL Liaison or the Marine For Life Network Representative responsible for all Marine For Life network activity in Southeast Texas.
- (b) Keep current on Brazos Valley Detachment 1391 member capabilities and resources – so as to be able to readily identify opportunities to support any request from the Southeast Texas MFL-MCL Liaison or the Marine For Life Network Representative, such as support for veteran benefits, employment, education, entrepreneur, legal, financial, or any other support needs;
- (c) Keep current on Brazos Valley regional resource capabilities and resources – so as to be able to readily identify opportunities to support requests from the Southeast Texas MFL-MCL Liaison or the Marine For Life Network Representative;
- (d) Submit any support activity to Detachment Junior Vice Commandant for inclusion on the Detachment monthly activity report.

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CHAPTER FOUR

MEMBERS

Brazos Valley Marine Corps League Detachment #1391 adheres to Department of Texas Administrative Procedures.

CHAPTER FIVE

SUBSIDIARIES AND SUBORDINATES

Brazos Valley Marine Corps League Detachment #1391 adheres to Department of Texas Administrative Procedures.

CHAPTER SIX

GRIEVANCES AND DISCIPLINE

Brazos Valley Marine Corps League Detachment #1391 adheres to Department of Texas Administrative Procedures.

CHAPTER SEVEN

MISCELLANEOUS

Brazos Valley Marine Corps League Detachment #1391 adheres to Department of Texas Administrative Procedures.

WITH THE FOLLOWING ADDITIONS:

SECTION 7000 – DETACHMENT PROPERTY

(a) The Detachment property consists of the following:

1. Refer to detachment property inventory in the Detachment Google Docs records

SECTION 7005 – DETACHMENT MAILING ADDRESS

(a) The Detachment shall maintain a Post Office box to receive correspondence.

(b) The current Post Office box address is P.O. Box 3745, Bryan, TX 77805, and requires an annual renewal.

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ENCLOSURE (A) – DETACHMENT NEW MEMBER ONBOARDING

PURPOSE: Provide welcoming environment for new members through sponsorship and information sharing.

RESPONSIBLE PARTIES: Commandant; Junior Vice Commandant; Sergeant-at-Arms; Paymaster

EXECUTION:

Application – Each prospective member must complete an application in full, including contact information, social security number, and signature for appropriate oath on the back of the application.

- Prospective members that are not Marines, FMF Corpsmen, and FMF Chaplains may be joined as associate members.
- **DD-214** – Each prospect applying for regular membership must present a valid DD-214 for Detachment officer review.
 - The DD-214 will be returned immediately.
 - Contact the [National Archives Personnel Records](#) in the event records are lost.
 - Recommend service member records their DD-214 with County Clerk for safekeeping.
- **Dues** – Membership dues (\$35.00) must be submitted with each application.
 - Membership renewal dues are submitted annually in September.
 - New members joining in other months of the year may be eligible for pro-rated dues.
 - Life Membership is not available until after a member has been in good standing with the League for one full year.

Application Submission – Prospective members will present application and dues at a regular meeting before regular business discussions.

- At the direction of the Detachment Commandant and Sergeant-at-Arms, prospective member(s) will introduce themselves and their experience in or relationship to the Marine Corps.
- Afterwards, the Sergeant-at-Arms will escort the prospective member(s) out of the meeting room so regular members may deliberate and vote on the prospect's potential membership.
- Once voting is complete...
 - the Sergeant-at-Arms will invite prospective member(s) back into the meeting room for the results
 - if the vote is favorable,
 - the Commandant will administer the MCL oath ceremony,
 - the new member's application and dues payment will be given to the Paymaster

Processing New Members – The Paymaster will complete and submit Membership Dues Transmittals to add new members to the Detachment.

- Detachment Paymaster should refer to Department Administrative Procedures Enclosure (6) for completing a Membership Transmittal for adding new members.
 - The Membership Transmittal form may also be used to update information for current members or to transfer members from one Detachment to another – in conjunction with the Request to Transfer form
 - Both forms and the Department Administrative Procedures may be found on the [Department of Texas home page](#) under "RESOURCES."
- Report new members to Junior Vice Commandant for addition to monthly activity report.

Sponsor – The Detachment should assign a sponsor to guide the new member through Detachment orientation:

- Member introductions,
- Detachment history and protocols,
- Communication methods,
- Detachment event calendar,
- and any additional information or resources to welcome new members to the Detachment – including guidance and details for obtaining basic uniform items.

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ENCLOSURE (A) – DETACHMENT NEW MEMBER ONBOARDING (*cont'd*)

Marine Corps League Uniform

- Ownership of any uniform is not required as a condition of membership in the Detachment.
- The minimum uniform item worn by members to be considered “In Uniform” is the cover – which is why the cover is worn indoors.
 - The red cover (hat) with the Gold EGA cost is about \$40. These two items plus other MCL items can be found at “[The Marine Corps League Store](#)” online.
 - Other optional but limited Marine Corps League uniform items may be found at the [The Marine Shop](#) at the Marine Corps Association & Foundation.
- The stitching for the cover can be done by “And Sew On” – which is located at 719 Texas Ave, College Station TX 77840 [PHONE: 979-695-8100].
 - The stitching should state the following:
BRAZOS VALLEY MARINE CORPS LEAGUE
BRYAN/COLLEGE STATION, TEXAS
 - No patches or pins may be worn on the cover with the exception of officer position patches, Life member patches, or Order of the Devil Dog.
- Red Detachment polo or shirts can be purchased from M&M Apparel located at 1810 Welsh Avenue College Station TX 77845 [PHONE: 979-764-0806].
 - Just be aware that the cost of these shirts can vary.
 - M&M will also embroider the Detachment MCL Logo for you – including a name/nickname on the bottom of the right sleeve.
- Detachment name tags can be purchased from Hen House – POC: Brian Hendrick [PHONE: 979-220-7025].
 - The cost runs around \$7 for each tag.
 - It takes about a week or so for them to complete your order.
 - NOTE: If you are a Detachment Charter Member, be sure to indicate so on your order.
- Red MCL blazers are needed for formal events. Discuss with Detachment leadership for purchase options.

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ENCLOSURE (B) – DETACHMENT CHALLENGE COINS

PURPOSE & BACKGROUND: Provide instructions for purchasing, inventory management, and sales of Detachment challenge coins. The challenge coins represent an achievement, an anniversary or a special event. They may also be presented to visiting dignitaries, guest speakers, or to honor a person on a special occasion.

There are several stories detailing the origins of the challenge coins. Challenge coins began to catch on during the Vietnam War. The first coins from this era were created by either the Army's 10th or 11th Special Forces Group and were little more than common currency with the unit's insignia stamped on one side, but the men in the unit carried them with pride.

RESPONSIBLE PARTIES: Commandant; Detachment Challenge Coin Sergeant; Paymaster

EXECUTION:

Depiction of the Detachment Challenge Coin:



[FRONT SIDE]



[BACK SIDE]

Inventory management:

- The challenge coin is the property of the Detachment.
- The Commandant will designate a member as the Challenge Coin Sergeant.
- The Challenge Coin Sergeant will be responsible for managing inventory and any profits made from sales.
 - Detachment challenge coins are available for purchase at \$10/each.
 - Challenge Coin Sergeant will:
 - Account for all coins purchased, awarded, presented, and sold
 - Turn over coin sales money to the Paymaster monthly at the membership meeting

Challenge Coin purchases:

- Challenge Coin Sergeant will ensure a constant supply of coins, especially for special ceremonies.
 - For example, a challenge coin is needed at every Fallen Marine Ceremony.
 - Typically, coins are purchased in batches of 100.
- NOTE: If a year passes before an order is made, then, according to the vendor, the Detachment will be responsible for purchasing new coin dies at an additional cost.

Vendor contact information:

- Signature Coins
16877 E Colonial Dr #313
Orlando, FL 32820
Phone: (800) 953-3607
Email: info@signaturecoins.com

Challenge Coin presentation protocol:

- The Marine making the presentation will hold the coin in the palm of the right hand and present it in the form of a handshake.

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ENCLOSURE (C) - ACTIVITY REPORTS

PURPOSE & BACKGROUND: Provide instructions for completing and submitting Detachment activity reports to Department. Department holds a contest at the annual Convention for the top three active Detachments.

RESPONSIBLE PARTIES: Junior Vice Commandant; Detachment members

EXECUTION:

Activity report templates and specific instructions may be found at the [Department homepage](#) – including the email address to which the reports should be sent.

Remind and request that all members report the following to the Detachment Junior Vice Commandant at the end of each month for any MCL-related activity in which a Detachment member participates:

- Detailed name of activity
- Date of activity
- Determination of activity level: *Detachment, Department, Division, or National*
- Number of Detachment members in attendance
- NOTE: Det activities include Military Order of the Devil Dog activities.

The monthly activity report also details and records charitable donations given out, new memberships, and Eagle Scout certificates presented. Below is specific information required to complete those portions of the activity report.

- Charitable donations:
 - Detailed name of charity
 - Date donation was given
 - Amount of donation
- New members:
 - Name of new member
 - Date joined detachment
 - Which current member recruited new member
- Eagle Scout Certificates presented:
 - Number of Eagle Scout certificates presented

Record activities for each month on a separate monthly activity report and submit to the Department Senior Vice Commandant.

- Be sure to carbon copy the Detachment email and the current Detachment's elected officers.
- Activity reports are due no later than the 10th day of the following month.
- Ensure activity reports are included in Detachment records

Recommendations:

- Reconcile Detachment activities at monthly Detachment leadership meetings to verify activity dates and membership participation.
- Since majority of Detachment activities follow the Detachment's annual calendar, it's possible to "copy-and-paste" activity reports to a monthly report from another from the previous year.

For example, for the month of November and December, the Detachment participates in the same activities every year. As a result, it is possible to open the November and December activity reports from the previous year, and use them as the template for the November and December activity reports for the current year – with changes to only the dates and membership participation.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (D) – BRAZOS VALLEY FUNERAL HONOR GUARD DETAIL

PURPOSE & BACKGROUND: Provide protocols for Brazos Valley Funeral Honor Guard Detail (BVFHGD) protocols for Marines, FMF Corpsmen, and FMF Chaplains.

RESPONSIBLE PARTIES: Chaplain; BVFHGD Sergeant

EXECUTION:

Establish contacts with local funeral homes to ensure a line of communication between Marine, FMF Corpsmen, and FMF Chaplain families, and the Detachment in the event of a fallen Marine, FMF Corpsman, or FMF Chaplain.

- Remind Funeral Directors to notify Marine, FMF Corpsmen, and FMF Chaplain families that the Detachment is available to support their fallen Marine, FMF Corpsmen, or FMF Chaplain with a ceremony.
- NOTE: Do best to share information with Funeral Directors about Fallen Marine ceremony resources, such as Marine I&I staff at various locations in the state.

In the event of a request from a family, the Detachment should be prepared to support with the following:

- Detachment members at wake, viewing, living memorial, reception in MCL uniform
- Detachment members at funeral in MCL uniform
- NOTE: At this time, the Detachment is not capable of providing flag folding ceremonies.

At all occasions, the senior member of the participating Detachment members will present a Detachment coin to most appropriate family member with words of condolences and gratitude for the deceased's service to a grateful nation and Marine Corps.

While participation is encouraged and welcome regardless of uniform, the preferred uniform for the BVFGHD is the following:

- MCL cover
- Red MCL blazer with MCL crest and buttons
- White dress shirt (*point collar, not button down*)
- Black trousers with black belt
- Black dress socks and shoes
- Black tie with MCL tie bar

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (E) – PAID LIFE MEMBER (PLM) REPORT

PURPOSE & BACKGROUND: Any regular or associate member in good standing after one year of joining the Marine Corps League may submit to become a life member. Life members are eligible to wear a “LIFE” patch on their red cover as well as wear the MCL Life Member patch on their red blazer. Benefits of becoming a life member include no longer needing to pay annual membership dues, a brass MCL Life membership card, and contributing to the financial health of the Detachment. One year after becoming a Life member, BVMCL will begin to receive an annual dividend for each of its life members.

RESPONSIBLE PARTIES: Commandant; Adjutant; Paymaster

EXECUTION:

1. Receive BVMCL Paid Life Member List from Department Adjutant/Paymaster.
2. Review list for errors:
 - a. Ensure actual BVMCL life members are reflected on list
 - b. Compare information on PLM list to information on National MCL Detachment roster
 - Verify PLM’s member number and life number match information on Detachment roster
 - Verify number of life members on PLM list match number of life members on Detachment roster
 - c. Identify missing members or members that are no longer with BVMCL
 - *(if applicable)* Ensure transfer or death notice forms have been submitted appropriately and recorded.
3. Draft a cover letter:
 - a. Use this format on Detachment letterhead
FROM: Commandant *first/last name*, Brazos Valley MCL Detachment #1391
TO: National Adjutant/Paymaster
Via: Department of Texas Adjutant/Paymaster
 - b. If there are no errors, then include the following statement in the cover letter:
“We certify this information is true and correct.”
 - c. If there are errors, then – in the cover letter – request corrections to the PLM Report and reference the substantiating documentation for each error.
 - Examples of substantiating documentation include transmittals, transfer forms, death notice forms, resignation letters, etc.
4. Submit list, cover letter, and (if applicable) substantiating documentation to Detachment Commandant and Adjutant for review and signature.
5. All PLM Reports must be submitted to the Department of Texas Adjutant/Paymaster no later than December 9.

NOTE: Here is the schedule for MCL Life Membership payments (as of 2009):

Age Group	As of January 1, 2009
0 - 35	\$500
36 - 50	\$400
51 - 64	\$300
65 - Over	\$200

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (F) – IRS FORM 990

PURPOSE & BACKGROUND: Provide instructions for submitting the annual IRS Form 990.

RESPONSIBLE PARTIES: Paymaster

EXECUTION:

Guidance:

- The complete directions for filing the Form 990-N can be found at the Department of Texas home page under the resources tab at the top of the page. The direct link to the IRS is located [here](#).

About filing:

- Form 990-N must be completed and filed electronically. **There is no paper form.**
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at [877-829-5500](#). A representative will file your Form 990-N information.
- For additional information about filing, go to the direct link above.

Who must file:

- Most small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$50,000 or less](#) can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Form 990-N filing due date:

- Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). **You cannot file the e-Postcard until after your tax year ends.**
 - **Example:** If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.
- If your 990-N is late, the IRS will send a reminder notice to the last address we received.
- While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will [automatically lose their tax-exempt status](#). Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.

Information you will need when filing Form 990-N:

- Form 990-N is easy to complete. You'll need only [eight items of basic information](#) about your organization:
 - Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
 - Tax year
 - Legal name and mailing address
 - Any other names the organization uses
 - Name and address of a principal officer
 - Web site address if the organization has one
 - Confirmation that the organization's annual gross receipts are \$50,000 or less
 - If applicable, a statement that the organization has terminated or is terminating (going out of business)

Ready to File:

- After you have read the information above and the User Guide, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#) page to start the process.

For additional information, click [here for the Annual Electronic Filing Requirement for Small Exempt Organizations](#).

ADDITIONAL NOTE: The Secretary of State Veterans Organization Solicitation Registration Statement (Form 3501) is only necessary if BVMCL hires someone to solicit money for BVMCL.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (G) – TAMU TROOPS TO COLLEGE SCHOLARSHIP PRESENTATION

PURPOSE & BACKGROUND: Provide recurring scholarships to Marines and FMF Corpsmen attending Texas A&M University.

RESPONSIBLE PARTIES: Detachment Scholarship committee; TAMU Veteran Resource and Support Center; Paymaster

EXECUTION:

Ensure line of communication with [TAMU Veterans Resource and Support Center](#) for the following:

- Coordination for number and amount of scholarships
- Coordination for presentation ceremony, typically at Troops to College ceremony in January/February
- Names and basic details for final recipients after VRSC selection

Ensure Detachment annual budget accounts for scholarships for TAMU veterans

- Det 1391 has committed to a minimum of four \$500 scholarships.
- Additional scholarships may be added if Detachment budget allows.

TAMU VRSC will advertise scholarships and screen candidates.

- Detachment Paymaster will disburse funds to TAMU VRSC office in the student's name.
- Det 1391 wishes to be invited to presentation ceremony to meet recipients.
 - Present Detachment scholarship certificates to recipient(s).
 - NOTE: Ensure photos are taken at the presentation ceremony and shared on the Detachment webpage and Facebook page. Share activity with Junior Vice Commandant for monthly activity report.

Points of Contact:

- **General email:** aggievets@tamu.edu
- **Primary Point of Contact:**
Texas A&M Veteran Resource and Support Center
ATTN: Director, VRSC
Memorial Student Center, Room L110 (*lower level*)
275 Joe Routt Blvd
College Station, TX 77843

Basic criteria for Detachment Troops to College scholarship eligibility:

- Is a current or former member of the USMC or a FMF Corpsman
- Has financial need
- Current student at TAMU (undergraduate only)
- 2.75 GPA or higher (working towards a degree; certificate students not eligible)
- Greater than or equal to 30 hours completed course work
- Not a MECEP, NROTC, or any other commissioning program as they are eligible for the sword award.
- Recipients are encouraged to join the Marine Corps League.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (H) – BLINN COLLEGE DISTRICT SCHOLARSHIP PRESENTATION

PURPOSE & BACKGROUND: Provide recurring scholarships to Marines and FMF Corpsmen attending the Blinn College District.

RESPONSIBLE PARTIES: Detachment Scholarship committee; Blinn College District Foundation; Paymaster

EXECUTION:

Ensure line of communication with Blinn College District Scholarship Foundation for the following:

- Coordination for number and amount of scholarships
- Coordination for presentation ceremony, typically at BCD ceremony in [January/February]
 - Perhaps in coordination with Honoring Our Heroes event
- Names and basic details for final recipients after BCD selection

Ensure Detachment annual budget accounts for scholarships for BCD veterans

- Det 1391 has committed to a minimum of two \$500 scholarships annually
- Scholarships may be added/deleted as Detachment budget allows and membership supports.

Blinn College Foundation will advertise scholarships and screen candidates.

- Detachment Paymaster will disburse funds to Blinn College District Scholarship office in the student's name
- Det 1391 wishes to be invited to presentation ceremony to meet recipients.
 - Present Detachment scholarship certificates to recipient(s).
 - NOTE: Ensure photos are taken at the presentation ceremony and shared on the Detachment webpage and Facebook page. Share activity with Junior Vice Commandant for monthly activity report.

Points of Contact:

- **General email:** scholarships@blinn.edu

Blinn College District:	Blinn Primary Point of Contact:
Susan Myers	Christopher Marrs (<i>USN, retired</i>)
Executive Director – Blinn College Foundation	Blinn College Executive Dean – RELLIS Campus
Blinn College / Brenham Bryan Schulenburg Sealy	W.C. Schwartz Building, Suite 110
Whigham House	1366 Bryan Road
902 College Avenue	Bryan, TX 77807
Brenham, Texas 77833	Email: chris.marrs@blinn.edu
Email: susan.myers@blinn.edu	Phone: (979) 691-2069
Phone: Office 979-830-4273 / Cell 713-299-2774	

Basic criteria for Detachment Blinn College District scholarship eligibility:

- Is a Marine or a FMF Corpsman (*active, reserve, veteran, or retired*)
- Has financial need
- Current student within Blinn College District and following a degree plan
- 2.75 GPA or higher (working towards a degree; certificate students not eligible)
- Greater than or equal to 30 hours completed course work

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (I) – DETACHMENT OFFICER NOMINATIONS, ELECTIONS, & INSTALLATION

PURPOSE & BACKGROUND: Provide protocols for nominating, electing, and installing Detachment officers.

RESPONSIBLE PARTIES: Detachment Nomination committee; Commandant; Adjutant; Paymaster

EXECUTION:

January: Identify Nomination Committee

- Nomination Committee will identify current officer that are interested in continuing Detachment service.
- The Committee will identify current officers not interested in continuing Detachment Service.
- Current officers not interested in continuing Detachment Service to identify and recruit potential replacements.
- Nomination Committee will announce to membership slate of officer positions, esp. those open or new positions.
- **REMINDER:** Only Marines, FMF Corpsmen, or FMF Chaplain in good standing may serve as elected officers:
 - Commandant
 - Senior Vice Commandant
 - Junior Vice Commandant
 - Staff Judge Advocate
 - Paymaster

February: Nomination Committee presents slate of officers to Detachment

- Nomination Committee will identify slate of elected officer candidates.
- Nomination Committee will identify slate of potential appointed positions:
 - Sergeant-at-Arms (*required*)
 - Adjutant (*required*)
 - Chaplain (*required*)
 - Web Sergeant (*required*)
 - Marine For Life/Marine Corps League Liaison (*required*)
 - Any other position the Detachment Commandant determines as necessary, such as Public Affairs, Historian, Veteran Affairs Voluntary Service officer, Coin Sergeant, etc.
- Nominations are announced with requests for additional nominations (3 times).
 - Required to ask nominees if they will serve if elected/nominated
 - Paymaster is to verify slate of elected and appointed officers are in good standing with the League.

March: Nomination Committee presents slate of officers to Detachment

- Nomination Committee presents slate of elected officers to regular membership.
- NOTE: If any position is contested, then Nomination Committee must prepare for voting process, either by identifying Committee personnel for counting voice/hand votes or by preparing secret ballots
 - If contested, request that affected candidates leave room during vote and ballot count
- Nomination Committee announces results for elected positions.
- Commandant-elect announces appointed officers
- Commandant-elect coordinates with Junior Past Commandant and District Vice Commandant to determine Officer Installation date/location and Installing Officer.

April/May: Detachment Officer Installation Ceremony

- Commandant publishes date/time/location for Officer Installation Ceremony
- Senior Vice Commandant coordinates logistics for hosting Installing Officer
- Sergeant-at-Arms ensures all Detachment gear will be present for Ceremony (*Detachment Charter, Detachment Colors, Bible, gavel and block, Officer Installation Script*)
- Paymaster submits Report of Officer Installation to Department Adjutant/Paymaster.
 - Refer to Department Administrative Procedures, Enclosure (5) for specific instructions.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (J) – RSS COLLEGE STATION POOLEE FAMILY NIGHT

PURPOSE & BACKGROUND: Provide support for Recruiting Sub-Station College Station, specifically the Poolee Family Night. A poolee is a person who is in the delayed entry program for the Marine Corps. A poolee is essentially a person who has signed up for enlistment but has not begun a service contract.

Each spring, Marine Corps recruiting stations around the United States hold a “Poolee Family Night” to bring Poolees and their parents together to learn what to expect in, and how to prepare for, boot camp. Drill instructors are brought in to show expectations to these recruits prior to leaving for boot camp.

RESPONSIBLE PARTIES: Detachment Recruiting Sub-Station College Station Committee; Paymaster

EXECUTION:

November/December: Coordinate with RSS Staff NCOIC to include RSS staff and/or Poolees in Detachment events throughout the year, such as:

- Detachment Marine Corps Birthday Ceremony
- Veterans Day Flag Placement
- Make-A-Smile-Happen Toy Drive
- Detachment Christmas Party
- Detachment participation with Brazos Valley Wreaths Across America
- **Encourage participation in other annual Detachment activities throughout the year.**

January/February: Coordinate with RSS Staff NCOIC to determine details for Poolee Family Night

- Date/location of event
- Schedule of events – especially the time at which the RSS SNCOIC want dinner to be served (*i.e., before program starts, in the middle of the program, or at the end of the program*).
- Estimated number of attendees, including RS Houston staff and guests
- Menu for meal (*ideally a simple meal that requires no utensils, only disposable plates, cups, and napkins*)
 - Traditionally, hamburgers and hotdogs have been served with a single serving bags of chips and cookies
- Request and organize volunteers from Detachment membership:
 - Who can purchase and pickup meal supplies?
 - Who can provide grills or cookers?
 - Who will volunteer for meal preparation, servers, setup/clean-up, etc.?

March/April: Support annual Poolee Family Night

- Coordinate with Paymaster to purchase/gather meal supplies, including serving pans and utensils
- Organize member volunteers for tasks, such as meal preparation, serving, drinks, photography, etc.
- Provide meal for Poolee Family Night attendees
 - Meats, such as hotdogs and hamburgers
 - Hotdog and hamburger buns
 - Single serving chips/cookies/condiments
 - Water/lemonade/tea dispensers
 - Water/lemonade/tea
 - Ice in coolers
 - Plates, cups, napkins,
- As opportunities arises, talk to parents and Poolees to share your Marine Corps experiences and help the Poolee and family prepare for boot camp.
- **NOTE:** RS Houston holds a Poolee Field Day typically the Saturday following the RSS CS Poolee Family Night.
 - Many District 5 Detachments in southeast Texas provide volunteers to support this event.
 - Be prepared to provide support.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (K) – CHILI FEST T-POST REMOVAL FUNDRAISER

PURPOSE & BACKGROUND: Provide support for the ChiliFest organizers in order to raise funds for the Detachment.

RESPONSIBLE PARTIES: Detachment Fundraising Committee

EXECUTION:

January: Contact the ChiliFest POC

- Contact the ChiliFest POC and ensure that they still want the Marine Corps League to remove the T-posts on the Sunday after ChiliFest
- The current POC is Rob and his telephone number is (979) 777-2630.
- During the January MCL meeting announce upcoming event and ask for volunteers.

March – Identify the ChiliFest Volunteers

- During the March meeting confirm the time and place to meet on the ChiliFest grounds and confirm the volunteers from the MCL.
- Remind everyone to bring the following items:
 - Gloves
 - Hat
 - T-post remover (if they have one)
 - Pick-up Truck (if they have one)

April – Remove the T-posts from the ChiliFest Grounds

- Usually the meeting place in the main parking lot of the ChiliFest event on Sunday morning at 0900.
- During our first year we divided into 2 groups and one group removed T-posts from the parking area and the other group removed T-posts from the camping area. Each group removed approximately 100 T-posts and the entire event took about 3 hours.
- The best way to remove the T-posts was to have 3-4 members in a group. One would drive their truck along the route of the T-posts, 1-2 members would remove the T-posts and place them in the truck, and the last member would roll up the tape that is strung between the T-posts.
- Ensure that someone is tasked to bring water for the Detachment volunteers.

Late May/June – Attend the ChiliFest Award Ceremony and receive the check for the Marine Corps League

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (L) – DETACHMENT BOARD OF TRUSTEE MEETING

PURPOSE & BACKGROUND: Provide guidelines for annually required Detachment Board of Trustee meeting

RESPONSIBLE PARTIES: Detachment Commandant; Board of Trustees

EXECUTION:

No later than May, following the Detachment Officer elections, the Detachment Board of Trustees will hold an annual meeting:

- The elected officers of the Detachment shall be its Board of Trustees, also known as its Corporate Board of Directors.
- The Board will hold an annual meeting subsequent to election in March, but not later than the month of May.
- Special meetings of the Board may be held upon the request of the Detachment Commandant or upon the request of two Trustees.
- All meetings of the Board shall be held at the usual meeting place of the Detachment, at a specified date and time, and appropriate notice shall be given each Director.
- A quorum for all meetings of the Board of Directors shall be met when three (3) or more Directors are in attendance.
- Discussion points should include a review of the Detachment's financial status and budget, to include planned expenses and revenue.
- Minutes of the Board of Trustee meeting shall be recorded and shared at the next regular membership meeting.
- The Detachment Adjutant will ensure meeting minutes are added to the Detachment Recordkeeping.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (M) – HARRY BRUCE “RETREAT HELL” AWARD

PURPOSE & BACKGROUND: Harry Bruce served in the Marine Corps from 1948 to 1961 – having made the Inchon Landing on Sept. 15, 1950, participating in the liberation of Seoul, South Korea, and the Chosin Reservoir Campaign from Oct. 26 to Dec. 15, 1950.

In addition to his military service, Harry was a charter member and later Commandant of the local Eastex Detachment of the Marine Corps League and was indirectly responsible for some of the detachment's numerous awards on the State and National level. He served the MCL two years as State Commandant and later as Southern Division Vice Commandant (Okla., Ark. and TX.) Harry was instrumental in establishing the Montgomery County USMCR Toys for Tots program.

He was a life member of the Marine Corps League, the Military Order of Devil Dogs, VFW and 1st Marine Division. He also was a member of the American Legion, Korean War Veterans Association, The Chosin Few (veterans of the Chosin Reservoir Korea campaign 1950) and Sons of the American Revolution (SAR).

In his honor, BVMCL presents the Harry Bruce “Retreat Hell” Award – a Mameluke sword – to the most outstanding Texas A&M student pursuing a commission in the United States Marine Corps.

RESPONSIBLE PARTIES: Harry Bruce “Retreat Hell” Award Committee; Paymaster

EXECUTION:

February: The Harry Bruce “Retreat Hell” Award committee will coordinate with TAMU NROTC Professor of Naval Science (PNS) or the Marine Officer Instructor (MOI) for the Harry Bruce “Retreat Hell” Award presentation. [Phone: (979) 845-1775] Request the following:

- Recipient’s name and brief bio
- Sword length (<5'6"=26"; 5'6"-5'7"=27"; 5'8"-5'9"=29"; 5'10"-5'11"=30"; 6'-6'1"=31"; 6'2"-6'3"=32"; >6'3"=33")
- Recipients commissioning date (*typically May, but can take place in August or December*)

Once the recipient’s sword size has been reported, the Committee will determine if that specific size is in the BVMCL detachment property. If no appropriately-sized sword is in the Detachment property, then the Committee will place a call to one of the Marine Corps Exchange uniform shops and ask to speak to the person who does mail order. **MCX Camp Lejeune NC's** Uniform Shop has proven the most responsive, because the uniform shop at The Basic School MCX Quantico gets inundated with providing swords for each new class of lieutenants and warrant officers, and their inventory is frequently depleted. The contact numbers for MCX CLNC Uniform Shop are: (910) 451-3170 / (910) 451-2802 / (888) 267-3559.

Advise the Uniform Shop of the need to place a mail order and that BVMCL wants to place an order for a Marine Officer's Sword, size _____. Usually the caller will be put on hold while the clerk goes to look to see if they have the sword size in stock. If the sword is in stock, the Uniform Shop will want some personal info: name, rank, service, status (active, reserve, retired), and method of payment (credit card or Military Star Card). Then they will want a billing address and a shipping address. The shipping address will be the NROTC Unit at Texas A&M:

NROTC Unit Texas A&M University (Attn: Marine Officer Instructor)
175 Coke St.
Military Science Bldg 456, Rm 106
College Station, TX 77843

Have the Uniform Shop send the receipt to the Detachment Paymaster (or to the Detachment member ordering the sword, and that member should provide the receipt to the Detachment Paymaster for reimbursement). The sword generally ships the next working day, and gets to the NROTC Unit within five working days.

Advise the PNS and/or MOI of the order tracking details, and that they are the point of contact for delivery.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (M) – HARRY BRUCE “RETREAT HELL” AWARD (*cont’d*)

March:

- Deliver sword from Detachment property (or confirm sword was delivered to TAMU NROTC in good order).
- The Committee will send an invitation to Harry Bruce’s widow, Mrs. Dorothy “Dottie” Bruce. [No comm plan for Bruce family: contact the Eastex Det #779 Commandant for SITREP for Mrs. Bruce.]

TO: dottie.bruce@suddenlink.net; dottieb193@gmail.com

CC: Det 1391 Commandant; brazosvalley1391@gmail.com

SUBJ: INVITATION: Harry Bruce “Retreat Hell” award – *date* at Texas A&M University

Hello, Mrs. Bruce,

Good morning/afternoon/evening! On behalf of Brazos Valley Detachment #1391 Commandant *first & last name*, we hope this invitation finds you well!

Please consider this a cordial invitation to the 20xx Texas A&M Commissioning ceremony during which members of Brazos Valley Det #1391 are honored once again to present the Harry Bruce “Retreat Hell” award.

The ceremony will take place on the Texas A&M campus in *building and room location* at *time* on *date*.

The recipient for this year’s Harry Bruce “Retreat Hell” Award is *recipient’s rank & name*. (*Brief one sentence description of recipient’s current billet or standing.*) For your review, I attached a more detailed biography for *recipient’s rank & name*.

Please let us know if you will be attending, along with the names of any other family members or guests. We will make coordination for appropriate seating and remarks in the ceremony program.

We are very much look forward to seeing you again at the ceremony!

Very respectfully,

Signed by Committee member

Week before event:

- Confirm VIP seating at event for at least two Detachment members as well as the Bruce family.
- Identify a host for the Bruce family and share host’s contact information with the Bruce family.
- Arrange for a Detachment member (*not one of the VIPs*) to take photos during the ceremony.
- Send invitation to Detachment membership with location, date, time, and uniform requirements.
- Communicate parking instructions to the Bruce family and coordinate their arrival and reception.

Day of the event:

- Ensure host is prepared to receive the Bruce family and guide them to the event.
- Ensure Detachment ‘photographer’ is present and can afterwards share photos with the Bruce family and BVMCL.

While participation is encouraged and welcome regardless of uniform, the preferred uniform for Harry Bruce “Retreat Hell” Award presentation is the following:

- MCL cover
- red MCL blazer with MCL crest and buttons
- white dress shirt (*point collar, not button down*)
- black trousers with black belt
- black dress socks and shoes
- black tie with MCL tie bar

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (N) – OPERATION MEAT READY-TO-EAT FUNDRAISER

PURPOSE & BACKGROUND: During the Operation MRE fundraiser, the Detachment accepts donations for briskets, and 100% of the net proceeds go toward scholarships for Marines and Navy Corpsmen (FMF) pursuing college degrees in the Brazos Valley.

The Detachment's first summertime fundraising attempt was simple and raised enough for a couple of small scholarships (less than 20 briskets were ordered). Until 2018, the Detachment smoked the briskets each year in the month of June at the American Legion in Bryan – which restricted the Detachment's abilities to grow the program due to limited grill space. In 2018, the Detachment coordinated with a local BBQ restaurant to smoke the briskets instead – which allowed the Detachment to accept donations for over 40 briskets!

Also in 2018, Operation MRE turned into a semi-annual event occurring in the summer (June) and the winter (December). Thanks to a partnership with the local BBQ restaurant and support from the Brazos Valley community, the Detachment has been able to increase both the number and individual value of scholarships offered each year.

RESPONSIBLE PARTIES: Detachment Fundraising Committee; Paymaster; Web Sergeant; Membership

EXECUTION:

April (or September):

- Committee to meet with Paymaster and Scholarship Committee to determine goals for Operation MRE.
- Identify Operation MRE pickup date and backwards plan according to the checklist below.
- Make task assignments and prepare plan to be announced at May (or October) membership meeting.
- Submit HEB Community Investment Applications. [*See sample CIA forms 1 and 2 in this enclosure.*](#)

Operation MRE Task Checklist	Due Date	Assignee
Apply for HEB Community Investment donation using both forms in Encl (N) <ul style="list-style-type: none"> ▪ <i>(no later than 60 days prior to day of need)</i> 		
Publish order form (with Venmo instructions) on BVMCL webpage		
Announce Operation MRE kickoff to Detachment <ul style="list-style-type: none"> ▪ Remind membership to share Operation MRE details with friends/family 		
Confirm support with local BBQ restaurant <i>(in-person)</i>		
Publish Operation MRE order details on BVMCL Facebook page		
Submit request for KBTX Brazos Valley This Morning interview dates <ul style="list-style-type: none"> ▪ Request support from TAMU Veteran Support and Resource Center for previous BVMCL scholarship recipient to provide interview testimonial 		
Submit Operation MRE to The Eagle community calendar <ul style="list-style-type: none"> ▪ <i>(set announcement to end on brisket order deadline date)</i> 		
Submit Operation MRE to WTAW community calendar <ul style="list-style-type: none"> ▪ <i>(set announcement to end on brisket order deadline date)</i> 		
Remind membership to share Operation MRE details with friends/family/etc		
Deadline for brisket order <ul style="list-style-type: none"> ▪ Close order on BVMCL webpage ▪ Remove Operation MRE order details from BVMCL Facebook page 		
Confirm support with local BBQ restaurant <ul style="list-style-type: none"> ▪ Provide brisket order numbers and estimated delivery date 		
Brisket order submitted to HEB <i>(2-3 days prior to Rudy's)</i>		
<i>(if approved)</i> Pickup HEB Community Investment donation from HEB		
Brisket pickup from HEB and drop-off at local BBQ restaurant <ul style="list-style-type: none"> ▪ Make payment using Det funds and HEB Community donation dollars 		
Supply pickup <i>(vacuum sealers, vacuum sealer bags, aluminum foil, gloves, etc.)</i>		
Operation MRE donation pickup date at local BBQ restaurant		

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (N) – OPERATION MEAT READY-TO-EAT FUNDRAISER (*cont'd*)

May (or October)

- Publish Operation MRE brisket order form on BVMCL webpage. [See sample Order Form in this enclosure.](#)
- Meet in person with General Manager at local BBQ restaurant to discuss Operation MRE timeline and logistics and confirm support, including potential cost of effort, potential profit share, and vacuum pack process.
- As follow-up, send the following email to local BBQ restaurant.

Howdy, _____!

Thank you very much for meeting with us today! By way of follow-up, here are some notes from our discussion on Operation Meat-Ready-to-Eat (MRE).

- Det 1391 will manage and solicit for all brisket donations
- Det 1391 will obtain a donation from HEB for the briskets (prime cut and approx. 12-15 pounds each)
- Briskets will be delivered approx. three days before donor pickup day
- Donors will be directed to the customer counter for brisket pickup and additional side orders (pickup window: 10am-2pm)
- Det 1391 will prep cooled briskets at donor request during the pickup window

For the donor pickup, our members would like to set up a few tables and have an assembly line of sorts, in which we wrap and label the briskets.

Of course – one thing we would be proud to do is to put your restaurant on our Detachment web page to assist with your advertising. That is the least we can do. We are always grateful for our community partnerships!

Very respectfully,
Operation MRE committee member

Mid-June (or early-December) [BRISKET ORDER DEADLINE]:

- Confirm with Paymaster the number of brisket orders
- As follow-up, send the following email to the local BBQ restaurant:

Howdy, _____!

We hope you and your team are doing well! I'd like to use this email to give you an update for our Operation MRE brisket fundraiser.

Once again, we are ready for our Operation MRE fundraiser! And, here are some details:

- Det 1391 obtained donations for __ briskets
- On *(date)*, Det 1391 will deliver the briskets (approx. 10am)
- Restaurant staff smokes briskets and then sets them aside to cool
- Brisket pickup will take place on *(date)* between 10am to 2pm

[The Marines that will be dropping off the briskets are carbon copied.]

To prepare for the brisket pickup, our members would like to set up again in the back section of the restaurant and use a few tables. Again, due to concerns meeting for Brazos County Health Department requirements, we'd like to follow these steps:

6. We are going to direct all donors to the customer counter
7. We will have a representative available to verify Operation MRE donors.
8. The donor can also take that opportunity to purchase other fixin's!
9. After the donor gets their brisket, the donor will have a choice:
 - a. Leave with the brisket in restaurant packaging, or...
 - b. Walk to the back of the restaurant so Det 1391 can vacuum seal the brisket

We hope that the plan will work with you and your staff. Please let us know if you have any questions or need more information!

As always, we greatly appreciate your support – which has definitely made Operation MRE a success!

Very respectfully,
Operation MRE committee member

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (N) – OPERATION MEAT READY-TO-EAT FUNDRAISER (*cont'd*)

Week of Operation MRE brisket pickup:

- Confirm with Paymaster the number of brisket orders
- Share any updates with local BBQ restaurant
- Work with Paymaster and membership to organize supplies (*vacuum machines and bags, aluminum foil, gloves*)
- Coordinate with HEB Community Investment for donation approval and pickup
- Coordinate with Paymaster and HEB Tower Point/Jones Crossing for brisket payment and pickup
 - Discussion points: cost per brisket, meat grade selection
 - Point of Contact: Frank Hidalgo, Store Unit Director
- Coordinate with local BBQ restaurant for brisket delivery
- Send reminder to all donors about Operation MRE pickup day at local BBQ restaurant (*pickup window 10am-2pm*)
 - Identify self as Operation MRE donor, confirming name and number of briskets ordered
 - Pickup brisket at local BBQ restaurant customer counter
 - Encouraged to order additional meats and sides
 - Choose one of two options:
 - Leave with the brisket in local BBQ restaurant packaging
 - Walk to the back of the restaurant so Det 1391 can vacuum pack the brisket

Day of Operation MRE brisket pickup:

- Confirm with Paymaster roster with the donor names and number of brisket orders
- Identify Detachment member with donor roster to assist the customer counter to greet and thank donors.
- Working party to arrive at local BBQ restaurant no later than 9am to set up the vacuum pack workstations
 - Bring vacuum pack machines, vacuum pack bags, aluminum foil, food handler gloves, pens
 - Remind restaurant staff that all donors will be directed to customer counter to self-identify that they are a Operation MRE donor
 - After donor has brisket, give two options:
 - Leave with the brisket in restaurant packaging
 - Walk to the back of the restaurant so Det 1391 can vacuum pack the brisket
- Be prepared to deliver straggler donor briskets or make arrangements for later pickup.
- Take Detachment photo with restaurant staff in prominent location showing off logo/restaurant
 - Ensure photo is published on Detachment Facebook page and website

After Operation MRE:

- Confirm with Paymaster the number of brisket orders
- Reconcile Detachment expenses with total donations
- Adjust Detachment scholarship plans and operational budget accordingly

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (N) – OPERATION MEAT READY-TO-EAT FUNDRAISER (*cont'd*)

SAMPLE ORDER FORM



BVMCL Brisket Order Form

Net proceeds raised by the Brazos Valley Marine Corps League (BVMCL) are used to provide a number of services for the local community. The organization provides local Marines and FMF Corpsmen financial assistance during times of crisis. BVMCL presents a Mameluke sword to the top-performing Marine at Texas A&M upon commissioning. The detachment also provides scholarships to Marine students at Texas A&M and Blinn based on needs and performance. Each Spring, BVMCL assists Marine Corps recruiting by providing refreshments and a meal for the Poolees and their families at the Poolee Family Day.

Operation MRE Order and Payment Options:

1. Mail completed order form with check to: BVMCL Det 1391, P.O. Box 3745, Bryan, TX 77805
2. Visit www.brazosvalleymcl.org to submit order and make payment via Venmo.

Orders will be taken from _____ through _____.

Briskets must be picked up at _____, on _____ between the hours of 10:00 AM and 2:00 PM.

Donation for a brisket is \$100/whole or \$60/half.

(If donation only, place zero in the quantity field.)

Name:			
Email:			
Phone Number:			

Quantity:		x \$100 (<i>whole</i>)	\$	Total donation
		X \$60 (<i>half</i>)		

☐ Check here to donate your brisket to Twin City Missions or any other Brazos Valley organization you designate:
Please donate my brisket to: _____

How did you hear about Operation MRE? _____

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (N) – OPERATION MEAT READY-TO-EAT FUNDRAISER (*cont'd*)

SAMPLE FORM 1



For Office Use:
Date Received: _____

Community Investment Program Application

After completing this application return it with a cover letter (on your organization's official letterhead) and a copy of your 501 (c)3 certification to the Area Community Coordinator by email or by delivering in person to one of our business centers. To apply for large corporate donations, please visit www.heb.com/community. Any information regarding your organization, program or event may also be included. This application should be submitted sixty (60) days prior to your event. Please allow thirty (30) working days for a response.

ORGANIZATIONAL INFORMATION

Organization/group name: _____ Federal Tax ID Number: _____

Do you have 501 (c)3 non-profit certification? Yes ☐ No ☐

Contact name: _____ Contact title: _____

Organization address: _____ City/state/zip: _____

Phone: _____ Fax: _____ E-mail: _____

Please describe the purpose of your organization and its primary beneficiaries: _____

PROGRAM/EVENT INFORMATION (COMPLETE WHERE APPLICABLE)

Program/event: _____ Event date: _____

Is there a print deadline? Yes ☐ No ☐

If yes, what is the date? _____

Do you need an H-E-B logo or Ad? Yes ☐ No ☐

If yes, please specify? _____

How many people are expected at your event? _____

What cities or counties will be served? _____

Please describe the nature and purpose of your program and event: _____

REQUEST INFORMATION

What would you like H-E-B to donate? (Please be as specific as possible.): _____

Has H-E-B donated to your organization's program or event in the past? Yes ☐ No ☐

If yes, what amount and date? _____

Has an H-E-B or Central Market store already made a contribution to your program or event?

Yes ☐ No ☐ If yes, which store? _____

Our customers like to know how we support our community. How will H-E-B be recognized as a sponsor of your organization, program or event? _____

For Office Use: Store Leader: _____ Date Approved: _____ Cash Controller: _____ Date Activated: _____

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (N) – OPERATION MEAT READY-TO-EAT FUNDRAISER (cont'd)

SAMPLE FORM 2



Community Investment Program Application

Please use form for all Gift Card Store Donations.

ORGANIZATIONAL INFORMATION

Organization/group name: _____ Federal Tax ID Number: _____

Do you have 501 (c)3 non-profit certification? Yes ☐ No ☐

Contact name: _____ Contact title: _____

Organization address: _____ City/state/zip: _____

Phone: _____ Fax: _____ E-mail: _____

Please describe the purpose of your organization and its primary beneficiaries: _____

PROGRAM/EVENT INFORMATION (COMPLETE WHERE APPLICABLE)

Program/event: _____ Event date: _____

How many people are expected at your event? _____

What cities or counties will be served? _____

Please describe the nature and purpose of your program and event: _____

REQUEST INFORMATION

What would you like H-E-B to donate? (Please be as specific as possible.): _____

Has H-E-B donated to your organization's program or event in the past? Yes ☐ No ☐ If ☐
yes, what amount and date? _____

Has an H-E-B and/or Central Market store already made a contribution to your program or event?
Yes ☐ No ☐ If yes, which store? _____

Our customers like to know how we support our community. How will H-E-B be recognized as a sponsor of your organization, program or event? _____

Store Leader: _____ Date Approved: _____

Cash Controller: _____ Date Activated: _____

Revised: August 7, 2014

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (O) – DEPARTMENT OF TEXAS CONVENTION

PURPOSE & BACKGROUND: Provide guidelines for attending the annual Department Convention – which shall be convened once each calendar year during the month of June unless prevented by national emergency or other unpreventable cause.

The schedule of events at a Department Convention include, among many other events, a meeting of the Military Order of the Devil Dogs, a meeting of the Detachment Commandants, review of Department bylaws and administrative procedures, Department Officer elections, Americanism awards, Detachment Activity awards, Detachment Membership awards, Department dinner, and Department Officer installation.

RESPONSIBLE PARTIES: Detachment Commandant; Adjutant; Paymaster

EXECUTION:

NOTE: For all actions below requiring correspondence to the Department, carbon copy or otherwise notify the Detachment Commandant and Paymaster.

Primary resource: [Department of Texas home page](#)

Delegate registration:

- Review the Marine Corps League National roster for the Brazos Valley Detachment – which details the Detachment strength and number of voting members.
 - Key is to review this document for errors at the earliest possible moment well BEFORE March 31, which is the deadline for the Department Credentialing Committee to place detachment rosters on record.
 - [A sample Detachment roster is included in this enclosure.](#)
 - *NOTE: DETACHMENT COMMANDANT OR PAYMASTER SHOULD HAVE A COPY OF THIS ROSTER. IF NOT CONTACT THE DEPARTMENT ADJUTANT/PAYMASTER.*
- Based on Detachment's voting strength, identify the delegates that will be registered for the Convention.
 - One delegate and one alternate are eligible for the first ten (10) regular members,
 - One delegate and one alternate are eligible for each additional full block of ten (10) regular members,
 - One delegate and one alternate are eligible for a partial block of ten (10) regular members.
 - A Detachment's voting strength cannot include associate and honorary members.
- If new members are joined to the Detachment between March 31 and the date of the Department Convention and those new members positively affect the Detachment's voting strength, then the attending delegate(s) must present copies of the new member transmittals and a revised delegate registration form to the Department Credentialing Committee to justify an increase in voting strength
- [A sample Department Convention Registration Form is included in this enclosure.](#)
 - Refer to the [Department of Texas home page](#) for the most current registration form and instructions.
 - Coordinate with the Detachment Paymaster to draft a check for the registration fees – which the Detachment will cover for each delegate.
 - Submit the form with the payment in accordance with the instructions on the Department home page.
- At least one of the registered delegates must attend the Department Convention

Cam Posey Memorial Scholarship

- Each Detachment in the Department of Texas traditionally donates a minimum of \$100 each year to be presented at the Department Convention.
 - The Detachment has historically allocated \$100 in its annual budget for the Scholarship Fund.
 - Check may be written payable to the order of the Department of Texas.
 - Check may be delivered by hand with the attending delegates or by mail.
- Refer to the [Department of Texas home page](#) for more details or to direct interested applicants.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (O) – DEPARTMENT OF TEXAS CONVENTION (*cont'd*)

Convention Program advertisement:

- NOTE: The Convention host detachment relies heavily on revenue from program ads
- The Detachment should determine which type of ad will be purchased in the program:
 - Inside front or back cover
 - Full page
 - Half page
 - Quarter page
 - Business card
 - Single name, one line
- Draft program ad artwork and text, and submit to Commandant for review/approval.
- [A sample Department Convention Program Ad Form is included in this enclosure.](#)
 - Refer to the [Department of Texas home page](#) for the most current program ad form.
- Coordinate with the Detachment Paymaster to draft a check for the program ad.
- Submit program ad and payment according to instructions on Department Convention Program Ad form.

Miscellaneous:

- **Detachment Marine Corps Colors**
 - There is an expectation that each attending Detachment will bring their Detachment Marine Corps Colors with a stand. *National colors are not needed as the Department will have their own displayed.*
 - Upon arrival at the Convention, the colors will be displayed in the main Convention meeting room.
 - Coordinate with the Department Sergeant-at-Arms or the host detachment for access to the main Convention meeting room.
- **General meeting protocol**
 - Ensure that attending delegates bring their Marine Corps League membership identification card to present for admission to the Convention general meeting on Saturday.
 - Military Order of the Devil Dog members need to bring their MODD identification cards also.
 - Be prepared to pay \$2 prior to entering the Convention general meeting on Saturday.



Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (O) – DEPARTMENT OF TEXAS CONVENTION (cont'd)

SAMPLE CONVENTION PROGRAM AD FORM

NOTE: FORM MAY BE FOUND ON [DEPARTMENT HOME PAGE](#)

	DEPARTMENT OF TEXAS MARINE CORPS LEAGUE	
2020 CONVENTION AD BOOK ORDER FORM		
JUNE 25-27 HOLIDAY INN & SUITES WACO NORTHWEST 1801 N Development Blvd, Waco, TX 76705		
NAME: <input style="width: 150px;" type="text"/>		PHONE: <input style="width: 100px;" type="text"/>
ADDRESS: <input style="width: 150px;" type="text"/>	STATE: <input style="width: 50px;" type="text"/>	ZIP: <input style="width: 50px;" type="text"/>
E-MAIL: <input style="width: 200px;" type="text"/>		
DETACHMENT: <input style="width: 200px;" type="text"/>		
 SELECT YOUR AD SIZE		
INSIDE <input type="checkbox"/> FRONT OR <input type="checkbox"/> BACK COVER (COLOR) \$150		
<input type="checkbox"/> FULL PAGE \$100		
<input type="checkbox"/> HALF PAGE \$50		
<input type="checkbox"/> QUARTER PAGE \$25		
<input type="checkbox"/> BUSINESS CARD \$15		
<input type="checkbox"/> NAME/SINGLE \$10		
TOTAL AMOUNT ENCLOSED		<input style="width: 100px;" type="text"/>
 MAKE CHECKS PAYABLE TO: HEART OF TEXAS DETACHMENT #975 MAIL TO: HEART OF TEXAS DET. 975 PO BOX 7323 Waco TX. 76714		
 INCLUDE CAMERA READY ARTWORK OR AD MAY BE E-MAILED TO: gradelpainting@sbcglobal.net		
 DEADLINE: MAY 8 PLEASE DON'T WAIT UNTIL LAST MINUTE		

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (P) – CHAPPELL HILL FOURTH OF JULY PARADE

PURPOSE & BACKGROUND: Provide guidelines for participating in the Biggest Little Town Fourth of July parade. The Detachment participated in the Chappell Hill 4th of July parade every year since its charter in 2012.

RESPONSIBLE PARTIES: Detachment Commandant designee

EXECUTION:

May:

- Discuss Detachment participation in parade during May regular membership meeting.
- If membership agrees to participate, then the Detachment Commandant shall appoint
 - An ad hoc committee manage event participation.
 - A committee member will need to periodically visit the [Chappell Hill Independence Parade website](#) to download and submit a parade entry form (*once it's made available*).
 - Parade contact: (512) 423-1598
- The appointed committee member will indicate the following on the entry form:
 - Entry type: two pickup trucks
 - Entry description: The members of Brazos Valley Marine Corps League Detachment #1391 come from all walks of life, with the common thread of having proudly served in the United States Marine Corps or as FMF Corpsmen. Brazos Valley Det 1391 was established on April 14, 2012, with the specific mission of caring for our fellow Marines and FMF Corpsmen, and their families, and of supporting the communities of the Brazos Valley. Semper Fidelis!

June:

- Remind Detachment membership of the Chappell Hill 4th of July parade
 - Participants: All Detachment members, friends, family, and any one else that wants to join!!!
 - Uniform: patriotic casual based on weather conditions; USMC gear
 - Rally Point B: Chappell Hill Volunteer Fire Department, 5295 FM 1155, Chappell Hill, TX 77426
 - Rally Point B time: 0830
 - Rally Point V: Parade check-in at Poplar St and Haller St near Chappell Hill Historical Society Museum
 - Rally Point V time: 0900
 - Parade start: 1000 (*with cannon shot*)
 - Parade end: ~1100
- Committee will identify number of attendees to determine number of trucks and/or trailers
- Committee will assign members to bring candy, coolers, water, weather resistant flags, flag stands, Det vehicle door magnets.

July 1:

- Remind Detachment membership of the Chappell Hill 4th of July parade details
- Committee will confirm number of attendees and ensure appropriate number of vehicles will be present
- Committee will confirm candy, coolers, water, colors, colors stands, Det vehicle door magnets

July 4:

- 0830: Stage vehicles at Chappell Hill Volunteer Fire Department parking lot and load into parade trucks
- 0855: Parade vehicles depart to Parade Check-in at Poplar St and Haller St for parade number and parade staging
 - Place door magnets on parade vehicles
 - Place weather resistant flags in flag stands; Post a "Tree and Power Line Watch" in back of truck with flags.
 - Spread load candy amongst participants in parade vehicles.
- 1000: Parade kick-off with cannon shot
- TBD: Parade vehicles Oscar Mike for maximum effort during the Biggest Small Town 4th of July Parade!

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (Q) – TEXAS A&M VETCAMP

PURPOSE & BACKGROUND: The Detachment supports Marines, FMF Corpsmen/Chaplains, and their families by attending Texas A&M University VETCAMP as a community resource.

The Texas A&M University VETCAMP is a student veteran transition program designed to support the transition from active-duty service into higher education. Attendees gain a head start by connecting with community leaders and the community resources available to them through VETCAMP and the Detachment.

RESPONSIBLE PARTIES: Detachment Commandant designee(s)

EXECUTION:

The following programs will be communicated to the student veterans attending VETCAMP:

- Marine Corps League Membership and its benefits;
- The Marine Corps League Scholarship Application;
- Emergency Relief Fund Information;
- Marine Corps Birthday Ball;
- Social events unique to Marines, FMF Corpsmen/Chaplains
- Harry Bruce “Retreat Hell” Award | Texas A&M University, NROTC

Our primary goal is to recruit and sign up Marines, FMF Corpsmen/Chaplains during VETCAMP to become members of Detachment #1391.

- Primary importance is demonstrating that there is value in membership through our scholarship programs, emergency relief fund, and traditional Marine Corps related events and social gatherings.

Point(s) of Contact:

- General email: aggievets@tamu.edu
- Col. Gerald “Jerry” L. Smith ‘82, USMC (Ret.)
Texas A&M University System
Veterans Resource and Support Center
Phone: (979) 845-3161
Email: gsmith@tamu.edu
- Mr. Ed Holcomb, Committee Chair
Mr. Steve Ament, Committee Member
Mr. Jeremy Williams, Committee Member

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (R) – BLINN COLLEGE HONORING OUR HEROES

PURPOSE & BACKGROUND: The Detachment supports Marines, FMF Corpsmen/Chaplains, and their families by attending the Blinn College Honoring Our Heroes event as a community resource.

The Blinn College Honoring Our Heroes event is a student veteran transition program designed to support the transition from active-duty service into higher education. Attendees gain a head start by connecting with community leaders and the community resources available to them through the Honoring Our Heroes event and the Detachment.

RESPONSIBLE PARTIES: Detachment Commandant designee

EXECUTION:

The following programs will be communicated to the student veterans attending the event:

- Marine Corps League Membership and its benefits;
- The Marine Corps League Scholarship Application;
- Emergency Relief Fund Information;
- Marine Corps Birthday Ball;
- Social events unique to Marines, FMF Corpsmen/Chaplains
- Blinn College District Det 1391 veteran scholarships

Our primary goal is to recruit and sign up Marines, FMF Corpsmen/Chaplains during event to become members of Detachment #1391.

- Primary importance is demonstrating that there is value in membership through our scholarship programs, emergency relief fund, and traditional Marine Corps related events and social gatherings.

Event logistics:

- Prior to the event, send the following details to the event organizer:
 - Names and contact info for attendees
 - Vehicle description and license plate for attendees
 - NOTE: Information will be shared with campus policy so parking tickets will not be issued
- Be prepared to answer the following questions:
 - Are chairs needed?
 - Is electricity needed? *YES, for picture display*
 - How will Detachment members be recognized – by uniform?
- Event is located in F building (Student Services), Room F120
- Check-in procedures
 - Arrive around 0830
 - Event organizer will be looking for Marines wearing red shirts and MCL covers
 - Otherwise ask around for organizer to be directed to the Marine Corps League table

Point of Contact:

- Blinn College (Bryan Campus) Honoring Our Heroes organizer
Caryn Hawkins, Academic Advisor
Phone: (979) 209-7294
Email: caryn.hawkins@blinn.edu

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (S) – TEXAS MARINE MEDAL OF HONOR MEMORIAL GOLF TOURNAMENT

PURPOSE & BACKGROUND: Located in The Woodlands, Texas, the [Texas Marine Medal of Honor Monument](#) was dedicated on May 25, 2007 in Town Green Park. The memorial monument honors the acts of heroism and sacrifice of the Medal of Honor recipients who enlisted in or were born in the State of Texas – sixteen Marines and one Hospitalman.

One such Medal of Honor recipient was [Sergeant William George Harrell](#), who attended Texas A&M before enlisting in the Marine Corps during World War II. Depending on funding, the Detachment agreed it would sponsor a team to play in the annual TMMHM memorial golf tournament in The Woodlands. In honor of Sgt Harrell, the team would be comprised of two Detachment members and two Marines attending Texas A&M.

Additionally, net proceeds from the TMMHM memorial golf tournament go to the [Marine Corps Scholarship Foundation](#) and also to [Combined Arms](#).

RESPONSIBLE PARTIES: Fundraising committee; Paymaster

EXECUTION:

Team sponsorship:

- Monitor the Texas Marine Medal of Honor Monument home page for updated golf tournament details.
 - Determine the date, location, and team sponsorship fee
- No later than the August membership meeting, determine if the Detachment will be able to sponsor a team.
 - Bring discussion to the table during the meeting and move for a vote.
- If membership votes in favor, then visit the [TMMHM memorial golf tournament home page](#):
 - Register to sponsor a four-person team, indicating the Detachment Paymaster as the point of contact
 - Coordinate with the event organizer and Detachment Paymaster to mail check payment

Team registration:

- Coordinate with the Detachment membership to identify two team players and two alternates
- Coordinate with the Texas A&M NROTC PNS and/or MOI to identify two Marine players and two alternates
- Determine team name, such as “BVMCL Det #1391” (*due to limited sign space at tournament*)
- Collect contact information for team players and identify team captain
- Team captain must be prepared to complete the following tasks:
 - Collect polo shirt sizes for the four players
 - Share team information with event organizer (*found on [TMMHM memorial golf tournament home page](#)*)
 - Share schedule of events, transportation and comm plan with team players
 - Remind players that the Detachment is covering the team sponsorship only. Each player is responsible for any additional expenses, such as transportation, beverages, and/or raffle/auction participation.

Miscellaneous:

- Breakfast and lunch are provided for tournament participants.
- “Swag bags” are provided for players during tournament registration.
- Many excellent items will be available for raffle and auction to help raise money for the MCSF
- The golf tournament includes several contests for several outstanding prizes.
- Experience as a golfer is not required... just the desire to honor Marines by educating their children and accelerate the impact of veterans living in Texas.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (T) – DETACHMENT USMC BIRTHDAY CEREMONY

PURPOSE & BACKGROUND: Provide support to celebrate the Marine Corps Birthday Ceremony.

RESPONSIBLE PARTIES: Detachment USMC Birthday committee

EXECUTION:

September - Confirm the date and place of the Marine Corps League's Birthday Ceremony

- Identify members of the League who want to assist with the preparation for the Ceremony.
- Confirm the location for the Ceremony and ensure there is adequate audio/video support for the event, especially speakers.
- Identify a guest speaker for the event and confirm their availability and willingness to participate.

October – Order the supplies needed

- Identify who will order the plates and napkins for the event
- Determine whether a cake center piece will be ordered from Quantico or made as part of the cake.
- Identify members who will read General Lejeune's message and the Commandant's message.
- Determine if there will any raffle items during the ceremony.

November - Conduct the Ceremony

- Ensure sign-in sheet to capture attendees and birthdates
 - Identify youngest and oldest Marines present, to include brief bio of Corps career.
- Ensure the room is set up for both the ceremony and the monthly Marine Corps League meeting.
 - Conduct practice run to ensure a/v works and participants know schedule of events.
- Ensure everyone is familiar with the sequence of events and knows their level of participation.
- Ensure an appropriate gift is available for the guest speaker, such as Detachment Challenge Coin.

Uniform:

- MCL cover
- *(If a member has them)* red MCL blazer with MCL crest and buttons
- white dress shirt *(point collar, not button down)*
- black trousers with black belt
- black dress socks and shoes
- black tie with MCL tie bar

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (U) – VETERANS DAY FLAG PLACEMENT AT BRYAN CITY CEMETERY

PURPOSE & BACKGROUND: The Detachment desires to honor Veterans that have passed away by placing American Flags on their Graves. The Detachment's goal is to place flags on all Veterans Graves on Block 17 & 18 at the Bryan City Cemetery.

Veterans Day is a federal holiday that honors the men and women who previously served in the U.S. Armed Forces and are still living, though many also celebrate for the deceased as well. The holiday falls on November 11 of every year, commemorating Armistice Day – the anniversary of the end of WWI on November 11, 1918.

RESPONSIBLE PARTIES: Detachment Commandant designee

EXECUTION:

October:

- Discuss Detachment participation in the event during regular membership meeting.
 - Remind members that the event is a family event, and all friends and family are welcome to participate.

November:

- On the designated day and time, Detachment members and other volunteers meet at the Bryan City Cemetery, 1111 North Texas Avenue, Bryan, TX 77803, to place American flags on the Veterans graves.
 - Committee member to contact Ellen Fuller to pick up Flags prior to work day.
 - Event coordinator will have a map indicating the location of each Veteran in Blocks 17 & 18.
 - Once placed, the Flags will remain until a designated pick up day - usually in December.
 - Often the flags are used to help mark where Brazos Valley Wreaths Across America volunteers will place wreaths
 - NOTE: Often veterans have a headstone and a footstone. One flag should be placed at either the headstone or the footstone – not both.

Point of Contact:

- Ellen Fuller
 - Phone: (757) 478-4747
 - Email: waabrazosvalley@gmail.com

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (V) – OPERATION SEAT BACK AT KYLE FIELD FUNDRAISER

PURPOSE & BACKGROUND: Remove seat backs from Kyle Field as a means of fundraising.

Each college football season, fans are given an option (for a fee) to have a seat back added to their bench seat in Kyle Field. Community organizations volunteer their time to install the seat backs before the football season starts. After the last home game in Kyle Field, community organizations volunteer their time to remove the seat backs.

Kyle Field pays organizations for each seat installed and/or removed, and since 2015, during Operation Seat Back, the Detachment has participated in the removal of those seat backs for one of its major fundraisers.

RESPONSIBLE PARTIES: Fundraising committee; Detachment membership

EXECUTION:

October: Contact the Kyle Field Seat Back Removal POC

- Contact the Seat back removal POC and ensure that they still want the Detachment to remove the seat backs from Kyle Field after the last game of the season. (NOTE: price per seat back is negotiable.)
- If so, determine a primary and alternate date to the event to determine the best date for the members.
- The current POC is Martin Zimmerman
 - Phone: (979) 224-2903
 - Email: zmart_01@hotmail.com
- During the October meeting announce upcoming events, choose date, and ask for volunteers.

November – Identify the Operation Seat Back Removal Volunteers

- During the November meeting confirm the time/place to meet Kyle Field and confirm the volunteers.
- Remind everyone to bring the following items:
 - Gloves, hat, and weather appropriate work clothing
 - Cordless drill with ½ inch socket (*to remove the bolts and nuts from the seat backs*).
 - ½ inch open end wrench (*to hold the nuts on seat backs that are hard to remove*).
 - Wire cutters or tin snips (*to cut the zip ties on seat backs that are secured with zip ties*).
 - Water & snacks
- Encourage the members to bring friends and family to help with this task.
- Contact the NROTC at Texas A&M and determine if there are any volunteers who want to assist with this mission.

Late November/Early December – Remove the Seat Backs from Kyle Field

- Usually the meeting place is the main parking lot of Kyle Field along Wellborn Rd.
 - The Kyle Field POC will escort the group into Kyle Field and to the designated sections for a briefing.
- The following tasks must take place in addition to removing the seat backs from the Kyle Field benches:
 - Seat back frames and cushions are carried up to the concourse and staged for packing .
 - Seat back frames are placed in one pile, and the seat cushions are placed in another pile.
 - Seat back frames are placed on one pallet, and seat cushions are placed on another pallet.
 - Once each pallet has reached a required number, they are wrapped with shrink wrap and left to be picked up by forklifts later.
- The best way to remove the seat backs was to have three to six groups working:
 - One group will remove the seat backs and stage them at the ends of the row. This group will also ensure that all hardware that is removed from the seat backs are put in buckets for re-use next year.
 - Another group will carry the seat backs from the end of the rows up the stairs to the concourse and separate them into seat back and seat cushion piles. **This group will have to be the most physically fit.**
 - The 3rd group will place the seat backs on one pallet and the seat cushions on another pallet and then wrap them with shrink wrap when each pallet is completed.
 - If there are enough volunteers, additional groups can be completing these tasks in different sections of Kyle Field in order to finish Operation Seat Back earlier.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (V) – OPERATION SEAT BACK AT KYLE FIELD FUNDRAISER (*cont'd*)

After Completion of Seat Back Removal – Receive a check for the seat back removal.

- The POC has been able to write a check to the Detachment immediately after Operation Seat Back is complete.
- If he is unable to write a check on that date, coordinate with the POC and determine the best time to pick up a check from him/her during the next week.

Miscellaneous:

- Ensure that someone is tasked to bring lots of water for the Detachment volunteers.
- This mission usually takes from 3-4 hours to complete, depending on the number of volunteers.
- Ensure photos are taken throughout the Operation for publication on the Detachment website and Facebook page.
- Ensure the Junior Vice Commandant is advised of the date and number of Operation Seat Back volunteers so the event can be added to the Detachment Activity Report.



(Above: Martin briefs Detachment volunteers on how to stack seat back frames and cushions.)



(Above: Detachment volunteers stacking seat back frames and cushions after removing them from the benches.)

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (W) – RADIO MAKE-A-SMILE-HAPPEN TOY DRIVE

PURPOSE & BACKGROUND: The Detachment supports the Radio Make-A-Smile-Happen (MASH) Toy Drive held annually within the Brazos Valley and surrounding areas (as applicable) to bring joy and goodwill to younger members of the Brazos Valley community, while similarly providing goodwill and Detachment visibility through community outreach. This event is supported in lieu of duplicating effort with a Toys For Tots program.

Brazos Valley Communications has been hosting its Radio MASH Toy Drive since 1983, more recently holding a Toy Drive for less fortunate youth in the Post Oak Mall parking lot. The Toy Drive location/facility resembles a military camp modeled after a MASH facility. Detachment members assist Brazos Valley Communications by volunteering during the Toy Drive event, typically for two to four hours on a Thursday through Monday in early December each year.

The mission of the Radio MASH Toy Drive is to ensure every child in need in the Brazos Valley has gifts under their Christmas tree. Detachment members will assist in this effort by volunteering with the Drive and doing its part to receive donated toys, appropriately package bundle those toys (based on Lists provided), and assist with distributing those gifts as directed by MASH staff. Gifts donated each year have ranged from 2,000 to 6,000 total.

RESPONSIBLE PARTIES: MASH committee; Detachment membership

EXECUTION:

October:

- Make liaison/communication with the MASH staff at contact found below to gain information concerning scheduling, any advance logistical needs/opportunities, and volunteer requirements or directions.

November:

- Continue to make liaison with MASH staff to ensure coordination is ongoing and information is current.
- Communicate findings and instructions to member at the November meeting.
- Solicit volunteers from the Det to support the MASH efforts tentatively scheduled in early December.
- Compile a listing of volunteers throughout November and early December (pre-event), and communicate updated instructions to the group as appropriate.
- Keep the MASH staff updated with any volunteer expectations/lists as requested or directed by MASH personnel, and communicate any updates to Detachment members as needed.

December:

- Prior to the MASH Drive (during week prior), provide direction to participating Detachment members on required/requested attire and any other guidance concerning inclement weather and MASH operations.
- Following the Drive:
 - Thank Detachment member volunteers for their kindness and time.
 - Report the Activity to the Detachment Junior Vice Commandant for inclusion within the December Activity Report.

Points of Contact:

- Brazos Valley Communications, Radio M*A*S*H
Karen Greene
(979) 776-1240
karen@brazosradio.com
<http://www.brazosradio.com/mash/>

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (X) – DETACHMENT CHRISTMAS PARTY / MARINE OF THE YEAR PRESENTATION

PURPOSE & BACKGROUND: The detachment Christmas party is a chance to support local fundraising efforts as well as provide detachment members an opportunity to improve upon the detachment's esprit de corps within its membership. The Christmas party is also the event that supports the presentation of the Detachment's Marine of the Year (MOY) and any other awards that may need to be presented within the Detachment.

In years past the Detachment's Christmas parties have been held at member's homes and at venues such as restaurants, community centers, etc. This event offers a unique opportunity to support many fundraising efforts such as toy collection, local food pantry collection, and books & blankets, and many others.

RESPONSIBLE PARTIES: Detachment Christmas Party committee; Detachment Marine of the Year Society; Detachment leadership

EXECUTION:

October: Begin planning and arrange reconnaissance. _

- Detachment Commandant identifies Christmas party committee.
- Committee begins researching possible venues (member's home, community center, restaurant).
- Committee begins researching meal ideas (restaurant style, potluck, catering, etc.).
- Committee begins researching fundraising ideas (Toys-4-Tots, Brazos Valley food bank, etc.) to be held at Christmas party.
- Committee begins researching Christmas party activities (50/50 drawing, door prizes, silent auction, raffle tickets, Marine Corps trivia game, etc.).
- Committee begins researching possible guest speakers for event and confirms their availability and willingness to participate.
- Committee begins planning sequence of events without specific dates and times.

November: Make reconnaissance, complete the plan, and issue the order.

- Committee begins to coordinate with MOY society and Detachment leadership to Finalize the date and time of Christmas party.
- Committee finalizes sequence of events with MOY and Detachment Commandant and begins preparing schedule of events brochure for Christmas party attendees.
- Committee finalizes venue and meal with detachment leadership in order to secure payment if required and distribute information to members.
- Committee collects supplies required for event (Christmas decorations, MCL regalia, table settings, door prizes, etc.).
- Committee secures gift for guest speaker (Detachment coin, engraved K-Bar, etc.).

December: Supervise

- Committee secures event brochures for event attendees.
- Committee arrives early to venue to decorate and set up Christmas party.
- Detachment leadership, MOY society, and Christmas party committee executes Detachment Christmas party.
- Committee delivers fundraising efforts to appropriate fundraiser personnel.

Uniform:

- Casual Christmas wear

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (Y) – DETACHMENT MARINE OF THE YEAR

PURPOSE & BACKGROUND: To recognize any members in the detachment that goes above and beyond in representing and furthering the good name of the League and may include Marines, FMF Corpsmen, FMF Chaplains, Associate Members, and Honorary Members.

In December of 2016 the first MOY award was presented for the Detachment, and in every succeeding year nominations were accepted in October/November of each year and a MOY presentation was announced at the annual Christmas Party.

RESPONSIBLE PARTIES: Detachment Marine of the Year Society; Detachment Christmas Party committee

EXECUTION:

CRITERIA FOR NOMINATION: Period of performance for consideration is 1 December through 30 November. The nomination should be a current, paid member of the detachment, who's efforts are of such substance that the weight will or shall have brought acclaim and prestige to the MCL; or has enhanced and/or furthered the concept of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Sub-Section One(1))

REQUIREMENTS: Marines who have been formerly honored as Brazos Valley Detachment #1391 MOY shall assume the privilege of membership in the MOY Society. The Detachment's most senior MOY present in the society shall chair the committee.

The society is charged with receiving and reviewing current nominations for the MOY award and selects a detachment spokesperson from among their society to name their selection for the Detachment's MOY at the Detachment's annual Christmas party.

September:

- Commandant solicits formal MOY nominations from current members at October monthly meeting.
- Nominations shall be submitted by way of verbal or written format to the MOY Society chair.
- The letter of nomination shall be documentary proof, or affidavits on behalf of the nominee submitted.
- The MOY Society shall discuss all letters of nomination and identify the MOY for the detachment with a 2/3 majority vote. In certain circumstances more than one MOY can be presented.

October:

- Continue soliciting for MOY nominations.

November:

- MOY Society reviews nominations and determines final recipient.
- Have the medallion engraved with the name of the recipient and the year it was presented.

December:

- The MOY Society spokesperson will present the detachment's MOY at the annual Christmas Party.
- Report the Activity to the Junior Vice Commandant for inclusion within the December Activity Report.
- Report the Activity to the Web Sergeant for inclusion within the Detachment webpage and Facebook page.

NOTE 1: Accomplishment of why a member is nominated will pass between former MOY recipients but is not required to be published.

NOTE 2: Only regular members may be submitted for Marine of the Year at the Department level or higher.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (Z) – BRAZOS VALLEY WREATHS ACROSS AMERICA

PURPOSE & BACKGROUND: The Detachment remembers, honors, and teaches about the lives of veterans by participating in Wreaths Across America and placing balsam fir wreaths on veterans graves every December.

The Detachment partnered with Brazos Valley Wreaths Across America to place wreaths on veterans graves at the Aggie Field of Honor and at the Bryan City Cemetery. The Detachment Commandant has given the opening speech for the Wreaths Across America wreath laying ceremony at the Aggie Field of Honor in past years.

Further, the Detachment participates in an on-going program to purchase a wreath for every veteran interred in Blocks 17 & 18 at the Bryan City Cemetery. The Detachment accomplishes this by selling wreaths.

RESPONSIBLE PARTIES: Brazos Valley Wreaths Across America committee

EXECUTION:

December:

- On the designated date and time, Detachment volunteers meet at the Aggie Field of Honor for the wreath laying ceremony speech by the Detachment Commandant or designee.
 - The ceremony is scheduled to coincide with the same ceremony taking place at Arlington Cemetery.
 - Other members have also participated in the ceremony by hanging and saluting wreaths for each service as well as those still unaccounted for in past conflicts (POWs/MIAs).
- A work detail to meet at the Bryan City Cemetery for placement of the Wreaths on Blocks 17 & 18.
 - The Flags that had previously been placed for Veterans Day will be picked up and placed in the appropriate containers.
 - Often the work detail completes this task in accordance with Detachment schedule and not reliant upon the wreath laying ceremony.

Point of Contact:

- The Commandant or designee will contact Ellen Fuller as to the day of Wreaths placement.
Ellen Fuller
Phone: (757) 478-4747
Email: waabrazosvalley@gmail.com

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (AA) – DETACHMENT RECORDKEEPING

PURPOSE & BACKGROUND: Ensure Detachment history, records, documents, and activity are safeguarded for future reference/use and from loss or damage.

RESPONSIBLE PARTIES: Web Sergeant; Adjutant; Paymaster; Sergeant-at-Arms

EXECUTION:

The following are considered Detachment history, records, and activity:

- Detachment Bylaws
- Detachment Administrative Procedures
- Detachment meeting ritual
- Tax Exemption Certificate
- Tax Exemption Confirmation Letter (*from MCL National to BVMCL Det #1391*)
- Certificate of Corporation Filing
- Marine Corps League General Liability Insurance (*as found on the [Department of Texas home page](#)*)
- Board of Trustees meeting minutes
- Leadership meeting minutes
- Membership meeting minutes
- Paymaster finance reports
- Monthly activity reports
- Awards and citations
- Membership applications
- Transmittal reports
- Report of Officer Installation
- Membership roster(s)
- Member Request for Transfer forms
- Member Death Notices
- Convention delegate registrations
- Detachment newsletters
- Event photos depicting membership or Detachment in action
- Detachment correspondence
- Detachment artwork, such as logos and seals
- Any other record, file, or document as deemed a part of the Detachment history

Detachment records location:

- Detachment Google Drive based on Detachment Gmail account under brazosvalley1391@gmail.com.
- The following Detachment officers are to be given access to the location:
 - Commandant
 - Senior Vice Commandant
 - Junior Vice Commandant
 - Staff Judge Advocate
 - Paymaster
 - Adjutant
 - Sergeant-at-Arms
 - Web Sergeant
- The Adjutant and Web Sergeant shall manage the records location.
- At no time will records be deleted without approval from the Detachment Commandant.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (BB) – DETACHMENT OFFICER DUTIES AND RESPONSIBILITIES

PURPOSE & BACKGROUND: Detail duties and responsibilities of Detachment officers – elected or appointed.

RESPONSIBLE PARTIES: Commandant; Detachment membership

EXECUTION:

- **COMMANDANT (ELECTED):** Directs MCL activities within the community, presides at all Detachment meetings, serves as advisor to all committees of the Detachment, and is in direct charge of all functions of the Detachment. After being sworn into office by the Department Commandant (or any authorized Officer) may administer the OATH of MEMBERSHIP to new members.
- **SENIOR VICE COMMANDANT (ELECTED):** Shall give every assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; shall assist all committees, and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the League and the Detachment.
- **JUNIOR VICE COMMANDANT (ELECTED):** Shall create and promulgate such membership incentives and programs as will engender enthusiastic response that will result in continuous membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, shall perform the duties of the Detachment Commandant. Submits Detachment monthly activity report to District Vice Commandant.
- **JUDGE ADVOCATE (ELECTED):** Shall interpret the Detachment, Department and National Bylaws (the later two in the event there are no Detachment Bylaws; shall advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. Make decisions on the local level in disputes or if unable to do so, refer the problem to the next higher echelon of the League, i.e. Department or National. NOTE: There is no investigative or punitive authority at the Detachment level.
- **PAYMASTER (ELECTED):** Shall keep a true record of all monies received and expended by the Detachment, and in close cooperation with the Adjutant, prepares an up to date record of dues by the membership and forwards notices to members when their dues have lapsed, reviews national Detachment roster for accuracy, submits IRS form 990 and Paid-up-for-Life Member (PLM) reports, and also such other duties as may be assigned by the Detachment Commandant.
- **JUNIOR PAST COMMANDANT:** Normally the immediate past Commandant of the Detachment. Holds a position on the Board of Trustees. Provides guidance and counsel to the Detachment Commandant and other officers. Assists in providing continuity from one administration of officers to the next and knowledge should be utilized for purposes of educating and assisting officers with rationale for past decisions as well as lessons learned.
- **ADJUTANT (APPOINTED):** Shall keep a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings, events, etc., of the Detachment to the membership, and work closely with the Paymaster to maintain an up to date membership file of the Detachment active (paid up) and inactive (delinquent) members. The Adjutant shall also maintain Detachment recordkeeping - such as bylaws, administrative procedures, financial reports, agendas/minutes, activity reports, transmittals, reports of officer installation, transfers, notices of death, membership rosters, participation records (sign-in sheets), calendars of events, correspondence, media releases, and any other similar records - in a manner that can serve as the Detachment's perpetual historical record. The Adjutant will also perform such other duties as directed by the Detachment Commandant.

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (BB) – DETACHMENT OFFICER DUTIES AND RESPONSIBILITIES (*cont'd*)

- **CHAPLAIN (APPOINTED)**: Shall perform such duties at meetings as prescribed in the MCL Ritual Book; takes an active part in all Fallen Marine Ceremonies, memorials and funeral services in which the Detachment participates; visits the sick to inquire about their needs, and performs such other duties as directed by the Detachment Commandant; Complete Notice of Death and submit to Department as needed.
- **SERGEANT-AT-ARMS (APPOINTED)**: Shall preserve order at all meetings; sets up the meeting room, (checks on the Bible, Colors and the Charter); and performs such other duties as are required by the Detachment Commandant, such as maintaining Detachment property (national and detachment colors, lectern, audio/visual equipment, bible, gavel/block, charter, etc.). Also performs all duties as are prescribed in the MCL Ritual Book or as directed by the Detachment Commandant.
- **WEB SERGEANT (APPOINTED)**: Manage Detachment details published on Department webpage, such as officers and their contact information, Detachment mailing address, and meeting location/date/time; Publish and manage Detachment internet presence, such as the Detachment home page and Facebook page. May also support electronic recordkeeping.
- **MARINE FOR LIFE/MARINE CORPS LEAGUE LIAISON (APPOINTED)**: Coordinate and support any requests from the Southeast Texas MFL-MCL Liaison or the Marine For Life Network Representative responsible for all Marine For Life network activity in Southeast Texas; Keep current on Brazos Valley Detachment 1391 member capabilities and resources – so as to readily match those resources to a veteran in need, such as veteran benefits, employment, education, entrepreneurship, legal, financial, or any other support needs; Keep current on Brazos Valley regional resource capabilities and resources; Submit any support activity to Detachment Junior Vice Commandant for inclusion on the Detachment monthly activity report.
- **OTHER STAFF & PROJECT OFFICERS (APPOINTED)**: The preceding officer delineations cover the basic officer corps of a Detachment – who are the officers minimally required to serve the Detachment and meet the requirements of both National/Department and Detachment Bylaws, and the minimum obligations for meetings and programs. Other appointed positions that can be considered and appointed are:
 - HISTORIAN: Maintains Detachment chronology and documents/files, such as event photos, meeting minutes, activity reports, financial records, etc.
 - PUBLIC RELATIONS/INFORMATION OFFICER: Serves as a liaison between the Detachment and the public. Facilitates the flow of information using in-person interviews, the Internet, and cellular communications.
 - AMERICANISM OFFICER: Draft and submit a Detachment Americanism book for the Department Americanism Program in accordance with the Department Administrative Procedures.
 - EDUCATION OFFICER: Provide formal training or “hip pocket” classes that educate the membership, friends, and family on the sacred history, traditions, anniversaries, and principles and code of the Marine Corps as well as the Marine Corps League.
 - VETERAN AFFAIRS VOLUNTARY SERVICE (VAVS) OFFICER: After certification (or recertification), orientation to VAVS Program, and registration with the Voluntary Service Office:
 - Distribute all information regarding VA programs to the Detachment,
 - Facilitate VA claims and communication with VA health care facilities for veterans.
 - CHALLENGE COIN SERGEANT: Manage purchase, inventory, and sale of Detachment coins
- More detailed information and training may be found at the [Department of Texas MCL page](#).