



PROCEDURES

REPORT OF OFFICER INSTALLATION (ROI)

MCL "REPORT of OFFICER INSTALLATION" / ROI

MCL NATIONAL PROCEDURES

1 **Section 855. Election of Officers.** Each Department / Detachment shall hold an annual election and installation of officers between September 1 and June 30th. The **"Report of Installation"** form must be received by the National Headquarters by July 31st of each year. Any time throughout the year and there was a change in any Officer's position, that new officer must be sworn in accordance with Administrative Procedures and a new "Report of Installation" form must be submitted. **THE "REPORT OF INSTALLATION" SHOULD BE SUBMITTED TO THE DEPARTMENT ADJUTANT/PAYMASTER WHO WILL FORWARD A COPY TO DIVISION AND HEADQUARTERS / [/ JD FOSTER jfoster@marinecorpsleague.org](mailto:jfoster@marinecorpsleague.org)**

2 **Section 920. Detachment Officers.** Each Department / Detachment shall:

- a. Elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate each year; and
- b. Elect or appoint an Adjutant, Paymaster (or Adjutant/Paymaster), Chaplain, Sergeant-at-Arms and a Marine for Life liaison. Marine for Life liaison is a new position that has been added to the "Report of Installation" form. **IF NO M4L LIAISON APPOINTED THE COMMANDANT ASSUMES THE TITLE AND RESPONSIBILITIES AND IS LISTED ON THE ROI REPORT.**

MCL "REPORT of OFFICER INSTALLATION" / ROI

MCL NATIONAL PROCEDURES

3 Section 925 / Officer Changes

(7) **INSTALLATION AND REPORT OF INSTALLATION REPORT** Submission. Upon appointing a member to any new position on the Detachment staff, the Department Commandant, Detachment Commandant, or any Past Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the revised "Report of Installation" form as specified in the National Administrative Procedures.

THE "REPORT OF INSTALLATION" SHOULD BE SUBMITTED TO THE DEPARTMENT ADJUTANT/PAYMASTER WHO WILL RETAIN A COPY AND FORWARD A COPY TO DIVISION COMMANDANT AND HEADQUARTERS.

NEW PROCEDURE – SIGNATURE

IF THE COMPLETED ROI IS EMAILED TO THE DEPARTMENT ADJUTANT or ADJUTANT/PAYMASTER BY THE DETACHMENT COMMANDANT OR DETACHMENT PAYMASTER THIS WILL SERVE AS A LEGAL SIGNED DOCUMENT, NO OTHER SIGNATURES REQUIRED. SAME PROCEDURES FOR DEPARTMENT ROI.

MCL "REPORT of OFFICER INSTALLATION" / ROI

WHAT IS A PROFILE ID?

As of: 04/01/2021		Division: MWDIV MIDWEST DIVISION			Department: KS DEPARTMENT OF KANSAS			Detachment ID: 19775					Paid: 88
Profile ID	Member	Address			City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid	
20773	DENIS ARMSTRONG	22059 W 271ST ST			PAOLA	KS	66071-9303	184572			04/01/2003	Y	
20774	WILLIAM C BAILEY	13914 W. 73RD STREET			SHAWNEE	KS	66215	332340	58632	06/30/2014	06/27/2013	Y	
20775	DONALD J BEARY	9406 FALCON RIDGE DR			LENEXA	KS	66220	231318	64866	08/03/2020	04/26/2018	Y	
20776	MAX BEERUP	8836 N LOCUST			KANSAS CITY	MO	64153-2525	184829	39598	04/20/2004	04/01/2003	Y	
20757	KENDRA BOLEJACK	10236 W 96TH TERRACE			OVERLAND PARK	KS	66212-2219	332339			06/27/2013	Y	
20778	DAVID BROWN	22772 BEGFORD RD			STILWELL	KS	66083-9189	352830			06/07/2017	Y	
20779	WILLIAM E BURGETT	9108 ENGLAND ST			OVERLAND PARK	KS	66212-3931	157587	18636	08/28/2007	03/02/2003	Y	

NEW


A **PROFILE ID** IS A **UNIQUE IDENTIFIER CODE** FOR EACH MCL MEMBER & DETACHMENT IN THE MCL INFORMATION SYSTEM DATABASE.

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM.

THE DETACHMENT ROSTER CAN NOW BE GENERATED & PRINTED FOR DETACHMENTS AT THE DEPARTMENT LEVEL.

MCL "REPORT of OFFICER INSTALLATION" / ROI

*Don't communicate to be understood.
Communicate so you can not be misunderstood.*



Marine Corps League

Report of Officer Installation – Detachment


Detachment	[Redacted]			
	<i>(Name)</i>	<i>(Number)</i>	<i>(Profile ID)</i>	<i>(Department)</i>
Federal EIN	[Redacted]		Incorporation ID No.	[Redacted]
	[Redacted]		Date of Incorporation	[Redacted]
	<i>(Date of Election)</i>	<i>(Place of Installation)</i>		<i>(Installation Date)</i>
	[Redacted]		[Redacted]	
	<i>(Installing Officer's Name and Title)</i>		<i>(Installing Officer Signature)</i>	

NOTE; THERE IS A **DEPARTMENT FORM** AND A **DETACHMENT FORM** TO DOWNLOAD

DOWNLOAD FROM THE MCL LIBRARY EACH TIME TO MAKE SURE YOU ARE USING THE CURRENT VERSION OF THE FORM

MCL "REPORT of OFFICER INSTALLATION" / ROI

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	<h2>Marine Corps League</h2> <h3>Report of Officer Installation – Detachment</h3>				
	Detachment	GENERAL LARRY OPPENHEIMER <i>(Name)</i>	1025 <i>(Number)</i>	19775 <i>(Profile ID)</i>	KANSAS <i>(Department)</i>
Federal EIN	48-1217467	Incorporation ID No.	2813525	Date of Incorporation	12/13/1999
March 24, 2021 <i>(Date of Election)</i>	_____ <i>(Place of Installation)</i>			_____ <i>(Installation Date)</i>	
_____ <i>(Installing Officer's Name and Title)</i>			_____ <i>(Installing Officer Signature)</i>		

EIN / FEDERAL EMPLOYEE IDENTIFICATION NUMBER – USED TO FILE YOUR YEARLY 990 FEDERAL PAPERWORK

INCORPORATION ID NUMBER / THIS IS YOUR STATE IDENTIFICATION NUMBER ASSIGNED WHEN INCORPORATED

DATE OF INCORPORATION / THE DATE YOUR STATE ASSIGNED YOU THE **INCORPORATION ID NUMBER**

PROFILE ID / UNIQUE IDENTIFIER IN THE MCL DATABASE FOR EACH DETACHMENT

THESE NUMBERS NEVER CHANGE UNLESS YOU HAD A PROBLEM IN THE PAST / UNIQUE TO YOUR CORPORATION

MCL "REPORT of OFFICER INSTALLATION" / ROI

SECRETARY OF STATE RECORDS – THESE ARE LEGAL DOCUMENTS OF THE DETACHMENT CORPORATION

IF OFFICERS HAVE CHANGED FROM CURRENT OFFICERS ON FILE WITH YOUR SECRETARY OF STATE SEND IN A CORRECTED DOCUMENT FOR TAX RECORD ON FILE.

SECRETARY OF STATE WEB ADDRESSES

IOWA – <https://sos.iowa.gov/search/business/search.aspx>

KANSAS – <https://www.kansas.gov/bess/flow/main?execution=e1s4>

MINNESOTA - <https://mbisportal.sos.state.mn.us/Business/Search>

MISSOURI - <https://bsd.sos.mo.gov/search>

NEBRASKA – <https://www.nebraska.gov/sos/corp/corpsearch.cgi?nav=search>

NORT DAKOTA – <https://firststop.sos.nd.gov/search/business>

SOUTH DAKOTA – <https://senterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>

FEDERAL EIN NON-FOR-PROFIT ORGANIZATION WEB ADDRESS

Federal EIN Organization Search: <https://apps.irs.gov/app/eos/>

MCL "REPORT of OFFICER INSTALLATION" / ROI

*Don't communicate to be understood.
Communicate so you can not be misunderstood.*

Note: The Officer must be installed to be listed on this form.

OFFICE Elected / Appointed	MBR#	PROFILE ID	INCUMBENT (Include NAME & ADDRESS)	EMAIL	PHONE
Commandant	E				H C
Senior Vice Commandant	E				H C
Junior Vice Commandant	E				H C
Judge Advocate	E				H C
Junior Pest Commandant					H C
Adjutant					H C

FILL FORM OUT COMPLETELY / ALL BOXES

ELECTED OFFICERS SHALL INCLUDE; *Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate*

*All other officers can be **E**lected or **A**ppointed depending on your By-laws / Procedures*

NOTE: EACH MCL MEMBER HAS THEIR OWN UNIQUE PROFILE ID IDENTIFER NUMBER IN THE DATABASE

MEMBER MUST BE PRESENT TO BE INSTALLED

NOTE: THIS DATA WILL BE ENTERED INTO THE MCL INFORMATION SYSTEM

MCL "REPORT of OFFICER INSTALLATION" / ROI

Date, Time & Place of Detachment Meetings			
4th Wednesday / 07:00PM / Isadore Hoehn VFW Post 7397, Lenexa, KS			
Detachment Renewal Dues <i>(This amount is the total of Detachment, Department & National dues)</i>			\$35.00
GEORGE WAUGH	ADJUTANT		
<i>(Submitted By)</i>	<i>(Title)</i>	<i>(Signature)</i>	<i>(Date)</i>
Instructions: NO SIGNATURES REQUIRED IF EMAILED BY ADJUTANT or PAYMASTER			
1) <i>Detachment Adjutant/Paymaster sends a copy to the Department Adjutant/Paymaster, retaining a copy for detachment records.</i>			
2) <i>Department Adjutant/Paymaster sends a copy to the <u>MCL National Adjutant/Paymaster and Division NVC</u>, retaining a copy for department records.</i>			

FILL FORM OUT COMPLETELY

NOTE: THIS DATA WILL BE ENTERED INTO THE MCL INFORMATION SYSTEM AS SUBMITTED

IF THE COMPLETED ROI IS EMAILED TO THE DEPARTMENT ADJUTANT/PAYMASTER BY THE DETACHMENT COMMANDANT OR DETACHMENT PAYMASTER THIS WILL SERVE AS A LEGAL SIGNED DOCUMENT, NO OTHER SIGNATURES REQUIRED. SAME PROCEDURES FOR DEPARTMENT ROI.

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Marine Corps League

Report of Officer Installation – Detachment

Detachment	GENERAL LARRY OPPENHEIMER	1025	19775	KANSAS
	<i>(Name)</i>	<i>(Number)</i>	<i>(Profile ID)</i>	<i>(Department)</i>
Federal EIN	48-1217467	Incorporation ID No.	2813525	Date of Incorporation
	March 24, 2021			12/13/1999
	<i>(Date of Election)</i>		<i>(Place of Installation)</i>	<i>(Installation Date)</i>
	Ken Fain, Junior Past Commandant			
	<i>(Installing Officer's Name and Title)</i>		<i>(Installing Officer Signature)</i>	

Note: The Officer must be installed to be listed on this form.

OFFICE Elected / Appointed	MBR#	PRC FILE ID	INCUMBENT (Include NAME & ADDRESS)	EMAIL	PHONE
Commandant	E: 353886	20849	Joel Wilson 2913 SE Jennifer Dr. Lee's Summit, Mo 64063-9303	wil:onej1@gmail.com	H 816-872-4997
Senior Vice Commandant	E: 346064	20784	Richard Campin 4501 W 71st St. Prairie Village, Ks 66208-2585	rcampin@kc.rr.com	H 913-236-8122
Junior Vice Commandant	E: 63554	20814	Don Marsolek 6724 W 83rd St. Overland Park, Ks 66204-3955	happyfcrwandering@gmail.com	H 913-558-5791
Judge Advocate	E: 53187	20806	Joseph Hughes 8021 Hall St. Lenexa, Ks 66219-1870	joehughes50@gmail.com	H 913-894-2006
Junior Past Commandant	A: 240267	20798	Ken Fain 9424 W. 111th Terrace. Overland Park, Ks 66210-1706	kenfain@gmail.com	H 913-660-4817
Adjutant	E: 199310	20848	George Waugh 10502 W 50th Terrace, Shawnee, Ks 66203-1653	gw10502@gmail.com	H 913-631-2440
Paymaster	E: 199056	20787	William Clinton 11232 Pflumm Rd, Lenexa, Ks 66215-4611	bd:lint@sbcglobal.net	H 913-484-3078

NEW

M4L APPOINTED POSITION

COMMANDANT IS DEFAULT PERSON IF NO OTHER MEMBER APPOINTED