



# Marine Corps League

## Report of Officer Installation – Detachment

Detachment

(Name)

(Number)

(Profile ID)

(Department)

Federal EIN

Incorporation ID No.

Date of Incorporation

(Date of Election)

(Place of Installation)

(Installation Date)

Detachment Mailing Address

(Installing Officer's Name and Title)

(Installing Officer Signature)

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

OFFICE	PROFILE ID	INCUMBENT (NAME)	EMAIL	PHONE
Commandant				
Senior Vice Commandant				
Junior Vice Commandant				
Judge Advocate				
Junior Past Commandant				
Adjutant				
Paymaster				
Chaplain				
Sgt-At-Arms				
Compliance Officer				

Date, Time & Place of Detachment Meetings

Detachment Renewal Dues (Money the Detachment keeps per member renewal).....

Department Renewal Dues (Money the Department keeps per member renewal).....

Total Renewal Dues (Total Money submitted per member renewal) .....

(Submitted By)

(Title)

(Signature)

(Date)

### Instructions:

1) **Installing Officer Must Be:** National Commandant, Elected National Officer, Past National Commandant, Dept Commandant, Elected Dept Officer, Past Dept Commandant, Outgoing Det Commandant, or Past Det Commandant.

2) **The Installing Officer cannot be:** An elected or appointed officer listed on this form, unless serving as the Outgoing Commandant, in which case they will be listed as the Jr Past Commandant.

3) **The Installing Officer Must:** Sign, Date, and forward this report within 5 days of the installation to the Department and National Headquarters. The Form may be emailed to Department and National at [jfoster@mcleague.org](mailto:jfoster@mcleague.org) simultaneously.

© 2025 Marine Corps League, Inc. For official use by the Marine Corps League. All other use is prohibited.