Detachment Officer Orientation

Understanding the Duties of the Detachment Commandant
• **Detachment Commandant**

**The Commandant**

• Is Responsible for all the detachment functions
• Maintains a proper operating budget based on the Annual plan
• Assigns all committee chairs
• Manages all detachment meetings
• Becomes familiar with the detachment meeting guidelines
• Becomes familiar with the detachment By-laws and operational procedures

• Is responsible for all the detachment functions
• Works with the sr. Vice Commandant and the Paymaster in establishing the Annual operating budget.
• Performs all other detachment duties as required
Detachment Reports

• Ensures that all detachment reports are executed
• Ensures that the minutes and the paymasters reports are distributed to all members
• Maintains communications with the membership.
Detachment Awards

• The Commandant is responsible for the recognition of all members that have gone above and beyond the detachment membership and activities.

• All officers that have completed a year as an elected officers must be recognized for their service.

• The Annual Detachment Marine of the year must be submitted to the marine of the year Committee.

• The recommended awards must be submitted to the detachment Commandant for his review and approval.
The following awards must be considered for the detachment members that have chaired a committee and all those that were part of an event that benefitted the detachment.

- **Detachment Commandant Medal** (Commandant John A. Lejeune)
  - Medal: Bronze
  - Ribbon: Maroon and Dark blue stripes
  - To be worn by present and past elected Detachment Commandant.

- **Detachment Staff Medal (Elected)**
  - Medal: Silver
  - Ribbon: Blue, White, Red, White, Blue
  - To be worn by present and past elected Detachment Officers.

- **Detachment Staff Medal (Appointed)**
  - Medal: Bronze
  - Ribbon: White, Blue, White
  - To be worn by present and past appointed Detachment Officers.

- **Detachment Recruiter Medal**
  - Medal: Bronze
  - Ribbon: Gold, Green, Gold
  - Awarded By: Detachment Commandant
  - Awarded to Detachment Recruiter(s) of the Year
Award Samples

• The following awards must be considered for the detachment members that have chaired a committee and all those that were part of an event that benefitted the detachment

• **Marine Corps League Medal (Membership)**
  Medal—Marine Corps emblem on gold sunburst
  Ribbon—Blue, khaki, olive stripes flanked by gold and pink
  To be worn by any regular Marine who has been a member of the Marine Corps League for five (5) continuous years and has not had membership revoked.

• **Distinguished Service Award (Certificate only)**
  This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.

• **Certificate of Appreciation**
  This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to Leaguers and non-League members.
Award Samples

• The following awards must be considered for the detachment members that have chaired a committee and all those that were part of an event that benefitted the detachment

• Certificate of Appreciation (For displaying the United States flag)
This award maybe presented by the National, Department, or Detachment Commandant.

• Marine of the Year
This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate only at detachment level

• Detachment VAVS Award
  Detachment VAVS Award recommendations should also be submitted to the National VAVS Representative to be received no later than July 1st prior to the National Convention, outlining the activities of the detachment VAVS program to include total hours volunteered and monetary donations to the VAVS program.
Annual Staff Planning

• The Commandant must:
  – Establish an monetary requirement to purchase or print all detachment Awards
  – Total Staff elected awards
  – Total Appointed awards
  – Total member awards
  – Marine of the Year award
  – Annual Operating Budget
  – Committee requirements
“Thank you for all you do”