



# 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



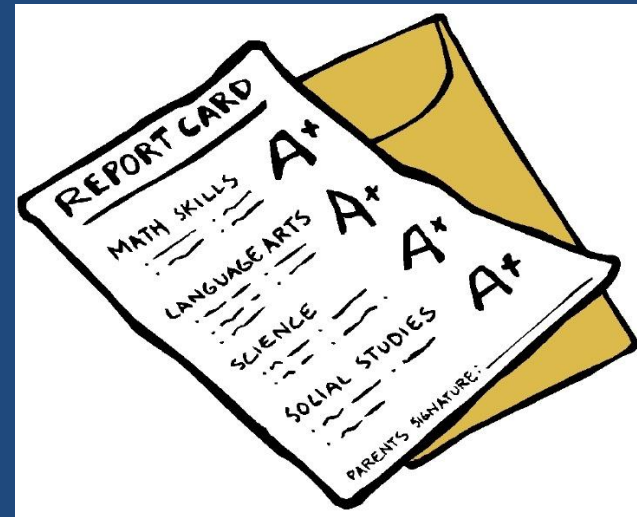
# Report's



## 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.

## Reports



# 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.

# 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**
- **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-Bronze**  
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



NELA COUNTY PUBLIC SCHOOLS						
BUDGET UTILIZATION AND DEVELOPMENT SYSTEM ORIGINAL PROGRAM BUDGET						
PROGRAM REPORT CODE #		Hope Creek Elementary School				
PROGRAM NAME:		SCHOOL BUDGET + TITLE I				
NELA County					330	
Unit Number					Unit Number	
Project Number				Project Approval Date	Approved Budget Amt.	
Project Period	Beginning:	7/1/13		Ending:	6/30/14	6/30/13
ACCOUNT CLASSIFICATION	Number Positions if applicable	Percents Employed if applicable	Months Employed if applicable	3-XXXX-XXX-XXX-XXX-XXX-XX ACCOUNT CODE	BUDGET AMOUNT	
SALARY - TEACHER	2			3.5330.050.121.332.000.00	90,000.00	
SUBSTITUTES - REER OBSERVATIONS	10			3.5330.050.125.332.000.00	1,000.00	
SUBSTITUTES - TEACHER PLANNING TIME	56			3.5330.050.125.332.000.00	5,600.00	
SUBSTITUTES - TEACHER ABSENCES	20			3.5330.050.125.332.000.00	2,000.00	
SALARY - TEACHER ASSISTANT	1			3.5330.050.142.332.000.00	30,000.00	
CONTRACTED SERVICES - IN SCHOOL REMEDIATION	2		4	3.5330.050.143.332.000.00	18,200.00	
CONTRACTED SERVICES -AFTER SCHOOL TUTORIALS				3.5330.050.125.332.000.00	5,760.00	
WORKSHOPS				3.5330.050.162.332.000.00	3,000.00	
FIELD TRIP				3.5330.050.163.332.000.00	1,500.00	
INSTRUCTIONAL SUPPLIES				3.5330.050.165.332.000.00	2,800.00	
COMPUTER SOFTWARE&SUPPLIES				3.5330.050.166.332.000.00	1,000.00	
LIBRARY BOOKS				3.5330.050.167.332.000.00	500.00	
COMPUTERS				3.5330.050.193.332.000.00	19,500.00	
SUPPLIES-PARENT INVOLVEME				3.5330.050.196.332.000.00	1,000.00	
FOOD PURCHASES-PARENT INV				3.5330.050.312.332.000.00	1,500.00	
STUDENT TRANSPORTATION	2	20		3.5330.050.314.332.000.00	5,400.00	
COPIER SERVICES				3.5330.050.332.332.000.00	14,075.00	
JANATORIAL SUPPLIES				3.5330.050.333.332.000.00	6,500.00	
SCHOOL OFFICE SUPPLIES				3.5330.050.411.332.000.00	5,000.00	
EXPENDITURE BUDGET TOTAL					215,336.00	





“Thank you for all you do”

Semper Paratus