

# MCL "REPORT of OFFICER INSTALLATION" / ROI

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## PROCEDURES

# REPORT OF OFFICER INSTALLATION (ROI)

# MCL "REPORT of OFFICER INSTALLATION" / ROI

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## MCL NATIONAL PROCEDURES

**1 Section 855 & 940. Election of Officers.** Each Department / Detachment shall hold an annual election and installation of officers between September 1 and May 15th (Department deadline is June 30th). The **"Report of Installation"** form must be received by the National Headquarters by June 30th (Department deadline is 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.**

**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.

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## 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 / JD FOSTER [jfoster@mcleague.org](mailto:jfoster@mcleague.org)**

# MCL "REPORT of OFFICER INSTALLATION" / ROI

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## WHAT IS A PROFILE ID FOR A MEMBER?

### NEW

A **PROFILE ID** IS A **UNIQUE IDENTIFIER CODE** FOR EACH MCL MEMBER 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

## WHAT IS A PROFILE ID FOR A DETACHMENT?

As of: 04/28/2021 **Marine Corps League**

Division: MWDIV MIDWEST DIVISION Department: KS DEPARTMENT OF KANSAS Installed: 06/24/2020

Detachment: **1025 GEN LARRY OPPENHEIMER** **Detachment Profile ID: 1977%**

|           | PLM | Paid | Total Paid | Unpaid |
|-----------|-----|------|------------|--------|
| Regular   | 45  | 43   | 88         | 0      |
| Associate | 0   | 0    | 0          | 0      |
| Multiple  | 0   | 0    | 0          | 0      |
| Total     | 45  | 43   | 88         | 0      |
| Voting    | 88  |      |            |        |

**Dues Information**

Amount Shown on Dues Notice: \$35.00  
Amount Detachment Receives: \$10.00

**Detachment Information**

Election Date: 06/24/2020 Incorporation Date: 12/13/1999  
Installation Date: 06/24/2020 Incorporation Number: 2813525

**NEW**


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

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM. IT IS FOUND ON THE SUMMARY PAGE.

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


|                    |  |                                |                                       |                            |
|--------------------|--|--------------------------------|---------------------------------------|----------------------------|
| <b>Detachment</b>  | [Redacted]                                   |                                |                                       |                            |
|                    | <i>(Name)</i>                                | <i>(Number)</i>                | <i>(Profile ID)</i>                   | <i>(Department)</i>        |
| <b>Federal EIN</b> | [Redacted]                                   |                                | <b>Incorporation ID No.</b>           | [Redacted]                 |
|                    | [Redacted]                                   |                                | <b>Date of Incorporation</b>          | [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

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

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**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**

**LOOK UP PER STATE TO CHECK STATUS**

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

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



## Marine Corps League

### Report of Officer Installation – Detachment

|                    |  |                             |                                       |                              |
|--------------------|--|-----------------------------|---------------------------------------|------------------------------|
| <b>Detachment</b>  | GENERAL LARRY OPPENHEIMER                    | 1025                        | 19775                                 | KANSAS                       |
|                    | <i>(Name)</i>                                | <i>(Number)</i>             | <i>(Profile ID)</i>                   | <i>(Department)</i>          |
| <b>Federal EIN</b> | 48-1217467                                   | <b>Incorporation ID No.</b> | 2813525                               | <b>Date of Incorporation</b> |
|                    | 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<br>Elected / Appointed | MBR#      | PRC FILE ID | INCUMBENT (Include NAME & ADDRESS)                               | EMAIL                       | PHONE                                 |
|-------------------------------|-----------|-------------|--|-----------------------------|---------------------------------------|
| <b>Commandant</b>             | E: 353886 | 20849       | Joel Wilson<br>2913 SE Jennifer Dr. Lee's Summit, Mo 64063-9303  | wil.onjoe1@gmail.com        | H<br>C 816-872-4997                   |
| <b>Senior Vice Commandant</b> | E: 346064 | 20784       | Richard Campin<br>4501 W 71st St. Prairie Village, Ks 66208-2585 | rcampin@kc.rr.com           | H<br>C 913-236-8122                   |
| <b>Junior Vice Commandant</b> | E: 63554  | 20814       | Don Marsolak<br>6724 W 83rd St. Overland Park, Ks 66204-3955     | happyfcrwandering@gmail.com | H<br>C 913-558-5791                   |
| <b>Judge Advocate</b>         | E: 53187  | 20806       | Joseph Hughes<br>8021 Hall St. Lenexa, Ks 66219-1870             | joehughes50@gmail.com       | H<br>C 913-894-2006<br>C 913-660-4817 |
| <b>Junior Past Commandant</b> | A: 240267 | 20798       | Ken Fain<br>9424 W. 111th Terrace. Overland Park. Ks 66210-1706  | kenfain@gmail.com           | H<br>C 913-980-7464                   |
| <b>Adjutant</b>               | E: 199310 | 20848       | George Waugh<br>10502 W 50th Terrace. Shawnee, Ks 66203-1653     | gw.10502@gmail.com          | H<br>C 913-631-2440<br>C 913-530-0109 |
| <b>Paymaster</b>              | E: 199056 | 20787       | William Clinton<br>11232 Plummi Rd, Lenexa, Ks 66215-4611        | bd.lint@sbcglobal.net       | H<br>C 913 484 3078                   |