

Marine Corps League  
Det #1001  
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28 August 2025

From: Assistant Paymaster, Department of North Carolina, Marine Corps League  
To: Chief Operating Officer/National Executive Director, Marine Corps League

Subj: Proposed Change to Marine Corps League 2025 National Administrative Procedures

Ref: Marine Corps League 2025 National Administrative Procedures

1. In accordance with Section 10020 of the reference, the following is submitted for review.
2. Document Name and Section: 2025 National Administrative Procedures, Section 7020, Paragraph c.
3. The current text reads:

The detachment adjutant shall read and record the application at the proper time, stating all pertinent data including the name of sponsor, and clearly state that the required dues and fees have been verified and are in possession of the detachment staff. The detachment adjutant/paymaster must include the original signed application form with the Membership Transmittal Form when forwarding the transmittal to National Office. (If deemed necessary, a COPY of the application may be kept on file at the detachment level) (No applicant shall be present for that portion of the meeting in which the application is being considered.)

4. The text for the proposed revised section:

The detachment adjutant shall read and record the application at the proper time, stating all pertinent data including the name of sponsor, and clearly state that the required dues and fees have been verified and are in possession of the detachment staff. The detachment adjutant/paymaster must include the original signed application form with the Membership Transmittal Form when forwarding the transmittal to National Office. **In the cases of Departments that use the Department Online Transmittal Process, it is acceptable to forward a copy of the signed application as an attachment to the electronic transmittal.** (If deemed necessary, a COPY of the application may be kept on file at the detachment level) (No applicant shall be present for that portion of the meeting in which the application is being considered.)

5. Rationale for proposed change: Since the inception of the Department Online Transmittal Process, applications have been sent electronically along with transmittals to the National Membership Office for processing, thus making the requirement for mailing applications to National Headquarters unnecessary for Departments using online submission.

Very Respectfully,

A handwritten signature in black ink that reads 'Colin F. Mayo'.

Colin F. Mayo  
Assistant Paymaster  
Department of North Carolina  
Marine Corps League