



# MARINE CORPS LEAGUE

Office of the National Judge Advocate  
Bruce R. Rakfeldt

06 November 2025

**To:** Marine Corps League NED/COO Bob Borka

**Subject:** Proposed Amendments to National Administrative Procedures, Chapter Seven, Section 7010

In accordance with the National Administrative Procedures Section 10020 the following is submitted for consideration by the body assembled at the 2026 National Convention.

## **CURRENT:**

### **Section 7010. Death of a Member of the Marine Corps League**

- a. Upon notification of the demise of any member, the detachment chaplain shall:
  1. Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
  2. Without delay, report the death of the member directly to both the National Chaplain, division chaplain and department chaplain (if applicable). The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.
  3. Utilize the "Notice of Death" form. See NAP Enclosure (8) as an example. The form is available from the Member Library in the MCL National website. This form will be filled out and the detachment chaplain shall print out four copies. The detachment should retain a copy. If mailed, the detachment chaplain should send three copies to the department chaplain. The department chaplain will retain a copy and forward a copy to the division chaplain and a copy to the National Chaplain. If e-mailed, the detachment chaplain should e-mail the Notice of Death Form to the department chaplain, the division chaplain, and the National Chaplain. One copy of the Notice of Death should be e-mailed as an attachment to each chaplain as listed. (REV 2021)
  4. The chaplain or other designated officer will email the notice of death form to the detachment paymaster and the Membership Manager at National Headquarters. (REV 2025)
- b. It shall be the duty of all members of the MCL who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the detachment commandant with assistance of the detachment chaplain and adjutant/ paymaster shall develop a plan to notify detachment members in a timely manner.

**PROPOSED (Changes in RED):**

**Section 7010. Death of a Member of the Marine Corps League**

- a. Upon notification of the demise of any member, the detachment chaplain shall:
  1. Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
  2. Without delay, report the death of the member **utilizing the "Notice of Death" form. See NAP Enclosure (8) as an example. The form is available from the Library in the MCL National website.** The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements. (REV 2026)
  3. **Email the notice of death form to the detachment paymaster, department chaplain, division chaplain, national chaplain and the Membership Manager at National Headquarters. (REV 2026)**
- b. It shall be the duty of all members of the MCL who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the detachment commandant with assistance of the detachment chaplain and adjutant/ paymaster shall develop a plan to notify detachment members in a timely manner.

**Rationale**

This procedure has been in place via an NJA Ruling published back in November 2025. The proposed change streamlines the death notification process by eliminating outdated mailing requirements and adopting a single, clear email-based procedure. This ensures timely, accurate communication to all necessary parties, reduces administrative burden, and aligns with current technology and organizational practices. The NOD form was updated with this information back in September of 2025.

Respectfully submitted,



**Bruce R. Rakfeldt,**  
*National Judge Advocate*  
*Marine Corps League*



# MARINE CORPS LEAGUE

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06 November 2025

**To:** All Members of the Marine Corps League

**Subject:** NJA Ruling - Management of Notice of Death Forms

This letter serves as an official ruling regarding how to forward on the Notice of Death form.

Effective immediately, until a proposed amendment to Section 7010 is adopted at the 2026 National Convention, the following shall be done handling the Notice of Death forms.

The method of transmitting Notice of Death forms (NOD's) shall be by email. The required recipients of the NOD include:

- Department Chaplain
- Division Chaplain
- National Chaplain
- Detachment Paymaster
- Membership Manager at National Headquarters

The official Notice of Death form, available in the Member Library on the MCL National website, has been updated to reflect these recipients.

Physical mailing, as described in the current Section 7010, is no longer required.

## **Purpose of This Ruling:**

This interpretation removes the confusion within Section 7010 of whom, and how, the NOD needs to be forwarded to and aligns with the League's current technological capabilities and reduces administrative burden while maintaining compliance with existing procedures until formal adoption of a proposed amendment.

Respectfully submitted,

**Bruce R. Rakfeldt,**  
*National Judge Advocate*  
**Marine Corps League**