



16 December 2025

To: Bob Borka, National Executive Director/COO
From: Tony Modzelewski, Member Detachments 1273, 1369, and 203.
Subject: NAP Change Proposal 7010a NOD Submission

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

IRT: National Administrative Procedures Section 7010a Notice of Death

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 (Change 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. **Notify the Detachment Paymaster and then** immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
2. Without delay, **the Detachment Paymaster, utilizing the "Notice of Death" form will report the death of the member to the Department Paymaster. 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. **The Department Paymaster shall email the Notice of Death form to the Department Chaplain, Division Chaplain, National Chaplain, and Membership Manager at National Headquarters. 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.

RATIONALE:

Many Department Paymasters keep a roster (separate from MCL Database) of their departments. By eliminating the Department Paymaster from the Notice of Death process, they are unable to keep their rosters up to date. Many Detachment Chaplains only take the job just to say the prayer at the Detachment meetings. Some do not have computers.

Respectfully submitted,

Tony Modzelewski
Member Detachments 1273, 1369, and 203
Paymaster, Department of New Jersey
Marine Corps League