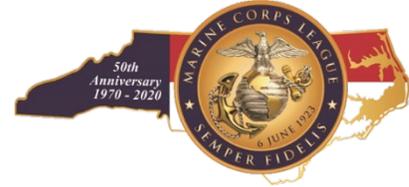




Department of North Carolina

William E. Brown

WBrown145@outlook.com



October 13, 2025

To: Marine Corps League NED/COO Bob Borka
From: William E. Brown, MCL Life Member #60939

Subj: **Proposed Amendment to the National Administrative Procedures, Chapter Six, Section 6015**

In accordance with the National Bylaws Article XI, Sections 1120, and National Administrative Procedures Section 10020 the following is submitted for consideration by the body assembled at the 2026 National Convention.

CURRENT LANGUAGE: Section 6015. Installation of Detachment Officers

- a. The detachment commandant elect shall select an installing officer of his/her choice. Such information shall be forwarded to the department commandant.
- b. The installing officer must be the National Commandant, an elected National Officer, a Past National Commandant, the department commandant, an elected department officer, a past department commandant, the outgoing detachment commandant or a past detachment commandant. (REV 2021)
- c. It shall be the responsibility of the installing officer to sign, date and forward the Report of Officer Installation – Detachment Form within fourteen (14) days of the installation and submission within the time frame to their respective department and national offices as specified in NBL Article IX, Section 940. (See Enclosure Six (6) "Report of Officer Installation - Detachment" Form.) (REV 2023)

PROPOSED LANGUAGE (Revisions in RED):Section 6015. Installation of Detachment Officers

- a. The detachment commandant elect shall select an installing officer of his/her choice. Such information shall be forwarded to the department commandant.
- b. The installing officer must be the National Commandant, an elected National Officer, a Past National Commandant, the department commandant, an elected department officer, a past department commandant, the outgoing detachment commandant or a past detachment commandant. (REV 2021)
- c. **It shall be the responsibility of the Commandant to ensure that the Report of Officer Installation – Detachment form is accurately prepared with each officer's information for those elected/appointed in attendance to be installed. The Adjutant (or Adjutant/Paymaster) will validate with the detachment paymaster that the members are in good standing prior to their installation.**
- d. It shall be the responsibility of the installing officer to sign, date and forward the Report of Officer Installation – Detachment Form within fourteen (14) days of the installation and submission within the time frame to their respective department and national offices as specified in NBL Article IX, Section 940. (See Enclosure Six (6) "Report of Officer Installation - Detachment" Form.) (REV 2023)

CHANGE RATIONALE:

1. The current Report of Officer Installation – Detachment form (NAP AP Enclosure (5)) was designed for preparation and submission by the detachment adjutant or adjutant/paymaster.

However, as cited above the Installing Officer is tasked to sign, date and forward the form. This is a shared responsibility and is dependent on both parties to ensure that the detachments report is received accurately and timely at the department and National..

Respectfully Submitted.

A handwritten signature in black ink, appearing to read "William E. Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

William E. "Bill" Brown
Department of North Carolina Judge Advocate
Past Commandant, Air, Land NC Detachment 1257 Life Member