



Department of North Carolina

William E. Brown
WBrown145@outlook.com – (703)-623-5803



1 April 2026

To: Marine Corps League National COO Bob Borka
National Board of Trustees
From: William E. Brown, MCL Life Member #60939

Subj: **Proposed Amendment to
the National Administrative
Procedures**, Chapter 9, Section
9000 e

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

CURRENT LANGUAGE:

...

e. **File.** A grievance or disciplinary charge is filed by submitting the original of the document with the jurisdictional JA by mail with a tracking number or email, supported by digital signature*, with a request delivery/read receipt. A grievance or disciplinary charge is filed, and the Chapter Nine procedures triggered thereby become effective the day after it is received by the jurisdictional JA.

* "Mail with a tracking number" refers to any delivery service that provides proof of mailing and delivery.

* Digital signature –
Refers to a script style font that you have on

your computer or device that resembles a written signature when you type it.

PROPOSED LANGUAGE
(Revisions in RED):

...

e. **File.** A grievance or disciplinary charge is filed by submitting the original of the document with the jurisdictional JA by mail with a tracking number* or email, supported by **electronic signature****, with a request delivery/read receipt. **This option is provided as a potential expedient and cost savings for the petitioner and respondent (if he chooses to respond or submit a countercharge). If email submission is chosen it is the responsibility of the petitioner and/or respondent that their email provides both delivery and read receipt capability. Otherwise mail with tracking number submission will be required.**

* "Mail with a tracking number" refers to any delivery service that provides proof of mailing and delivery.

** **electronic signature** – Refers to a script style font that you have on your computer or device that resembles a written signature when you type it. **Digital signature uses Public Key Infrastructure (PKI) and encryption software but is not required in the grievance or disciplinary charge processes.**

A grievance or disciplinary charge is filed, and the Chapter Nine procedures triggered thereby become effective the day after it is received by the jurisdictional JA.

NOTE: Because of the approximate 58 other references within Chapter Nine, I request that the words “digital signature” be replaced by “electronic signature” throughout the document without need for formal change submission for each section and subparagraph.

CHANGE RATIONALE:

Chapter Nine of the NAP now has provisions for email submissions of grievances and disciplinary charges and the ability to conduct virtual hearings. We opted to do this as an expedient and cost savings in filing and formal communications to/from the petitioner/respondent and possible eliminate travel and lodging expense for the department. The term digital signature is recognized as a method of electronically signing using Public Key Infrastructure (PKI) and encryption for a more secure means for email content. The intent to include an “electronic signature” was to simply make delivery of grievance or disciplinary charge document credible without having to provide an original signature.

Neither PKI nor “read receipt” are free services offered by all email providers. Email providers will typically provide delivery confirmation, but not “read

receipt”. It may be as costly to include as Certified or Registered US Mail with Return Receipt or use of a courier type delivery service as for the purchase of additional software to get “read receipt” for email delivery. Absent read receipt, it is possible that delivery may only confirm that the email service provider received the email, but it still may be directed to junk mail where it will in some instances stay for up to 30 days and then be deleted automatically.

Below is the latest US Mail fees for USPS Certified Mail and Return Receipt.

Current USPS Certified and Registered Mail Rates (2026)
As of January 18, 2026, USPS Certified Mail fees are unchanged at \$5.30, with optional return receipt options ranging from \$2.82 to \$4.40 depending on format [Simple Certified Mail](#).

Certified Mail (CM) – 2026 Rates

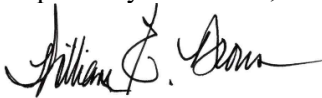
- **Certified Mail**
Fee: \$5.30 (flat rate) [Simple Certified Mail](#)
- **Return Receipt Green Card (PS Form 3811):** \$4.40 [Simple Certified Mail](#)
- **Return Receipt Electronic (PDF, replaces Green Card):** \$2.82 [Simple Certified Mail](#)
- **Restricted Delivery (for CM):** \$8.40 [Simple Certified Mail](#)

- **First-Class Letter Postage (1 oz, metered):** \$0.74 [Simple Certified Mail](#)
- **First-Class Letter Postage (1 oz, post office):** \$0.78 [Simple Certified Mail](#)
- **Additional ounces (under 3.5 oz):** \$0.29 [Simple Certified Mail](#)
- **Flats (1 oz):** \$1.63 [Simple Certified Mail](#)
- **Flats (2 oz):** \$1.92 [Simple Certified Mail](#)
- **Flats (3 oz):** \$2.21 [Simple Certified Mail](#)
- **Flats (4 oz):** \$2.50 [Simple Certified Mail](#)
- **Flats (5 oz):** \$2.79 [Simple Certified Mail](#)
- **Priority Mail Flat Rate Envelope:** \$9.70 [Simple Certified Mail](#)
- **Priority Mail Legal Flat Rate Envelope:** \$10.20 [Simple Certified Mail](#)
- **Priority Mail Padded Flat Rate Envelope:** \$10.50 [Simple Certified Mail](#)
- **Priority Mail Small Flat Rate Box:** \$10.60 [Simple Certified Mail](#)
- **Priority Mail Medium Flat Rate Box:** \$18.50 [Simple Certified Mail](#)
- **Priority Mail Large Flat Rate**

Box: \$27.10 [Simple Certified Mail](#)

Example: A 1-oz letter with CM and electronic return receipt costs \$5.30 + \$0.74 postage + \$2.82 receipt = **\$8.86** if purchased online, or \$10.48 if bought at the post office with a green card [Simple Certified Mail](#).

Respectfully Submitted,



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