

Guidelines for Detachment Service Officers,
Department of California, Marine Corps League

Thank you for taking a few minutes to review these general guidelines for selecting a Detachment Service Officer. This is a new program for The Department of California and we all must work hard to make sure that the Detachment Service Officer program is a success.

To clear up some of the questions regarding the duties of the Service Officer, here is a general guide list:

- The Detachment Service Officer should be a regular member of your detachment, or an associate member of the detachment, who meets all of the requirements for being a member of The Marine Corps League.
- Most importantly, the person selected to represent your detachment should be someone who is able to work well with others and can do his or her work in confidence. The Detachment Service Officer should be a person who is compassionate, understanding and who can be trusted in the homes of others.

What are the duties of a Detachment Service Officer?

- The Detachment Service Officer will help veterans answer questions regarding benefits for veterans, veteran's dependents and their survivors.
- The Detachment Service Officer must be able to assist the veteran, survivors or dependents to complete various claim forms for submission to an appropriate accredited service officer.
- The Detachment Service Officer must be available to not only Marines, but to all veterans, survivors and dependents who may seek assistance.
- The Detachment Service Officer's assistance is always free.

The Detachment Service Officer *MUST READ* and understand:

1. *Federal Benefits for Veterans, Dependents & Survivors* (current edition), which is available from the Department of Veterans Affairs (VA).
2. *California Veterans Resource Book* (current edition), which is available from the California Department of Veterans Affairs or the County Veterans Service Office.

The Marine Corps League does not have an Accredited Service Officer within the State of California; therefore, the Detachment Service Officer will need to work with County Veterans Service Officers who are located in most California Counties. If there is not a County Service Office in your county, use the office in the nearest county or work directly with the Veterans Administration Service Offices located in Oakland, Los Angeles and San Diego, to submit claims and request the proper veterans benefit.