

# MCL "REPORT of OFFICER INSTALLATION" / ROI

---



## PROCEDURES

# REPORT OF OFFICER INSTALLATION (ROI)

# MCL "REPORT of OFFICER INSTALLATION" / ROI

---

## MCL NATIONAL PROCEDURES

**1 Section 855. Election of Officers.** Each Department / Detachment shall hold an annual election and installation of officers between September 1 and June 30th. The **"Report of Installation"** form must be received by the National Headquarters by July 31st of each year. Any time throughout the year and there was a change in any Officer's position, that new officer must be sworn in accordance with Administrative Procedures and a new "Report of Installation" form must be submitted. **THE "REPORT OF INSTALLATION" SHOULD BE SUBMITTED TO THE DEPARTMENT ADJUTANT/PAYMASTER WHO WILL FORWARD A COPY TO DIVISION AND HEADQUARTERS.**

**2 Section 920. Detachment Officers.** Each Department / Detachment shall:

- a. Elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate each year; and
- b. Elect or appoint an Adjutant, Paymaster (or Adjutant/Paymaster), Chaplain, Sergeant-at-Arms and a Marine for Life liaison. Marine for Life liaison is a new position that has been added to the "Report of Installation" form. **IF NO M4L LIAISON APPOINTED THE COMMANDANT ASSUMES THE TITLE AND RESPONSIBILITIES AND IS LISTED ON THE ROI REPORT.**

# MCL "REPORT of OFFICER INSTALLATION" / ROI

---

## MCL NATIONAL PROCEDURES

### 3 Section 925 / Officer Changes

(7) **INSTALLATION AND REPORT OF INSTALLATION REPORT** Submission. Upon appointing a member to any new position on the Detachment staff, the Department Commandant, Detachment Commandant, or any Past Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the revised "Report of Installation" form as specified in the National Administrative Procedures.

**THE "REPORT OF INSTALLATION" SHOULD BE SUBMITTED TO THE DEPARTMENT ADJUTANT/PAYMASTER WHO WILL RETAIN A COPY AND FORWARD A COPY TO DIVISION COMMANDANT AND HEADQUARTERS / JD FOSTER [jfoster@mcleague.org](mailto:jfoster@mcleague.org)**

### NEW PROCEDURE – SIGNATURE

**IF THE COMPLETED ROI IS EMAILED TO THE DEPARTMENT ADJUTANT or ADJUTANT/PAYMASTER BY THE DETACHMENT COMMANDANT OR DETACHMENT PAYMASTER THIS WILL SERVE AS A LEGAL SIGNED DOCUMENT, NO OTHER SIGNATURES REQUIRED. SAME PROCEDURES FOR DEPARTMENT ROI.**

# MCL "REPORT of OFFICER INSTALLATION" / ROI

## WHAT IS A PROFILE ID?

As of: 04/01/2021		Division: MWDIV MIDWEST DIVISION			Department: KS DEPARTMENT OF KANSAS								
		Detachment: 1025 GEN LARRY OPPENHEIMER						Detachment ID: 19775					Paid: 88
Profile ID	Member	Address			City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid	
20773	DENIS ARMSTRONG	22055 W 271ST ST			PAOLA	KS	66071-9303	184572			04/01/2003	Y	
20774	WILLIAM C BAILEY	13914 W. 73RD STREET			SHAWNEE	KS	66215	332340	58632	06/30/2014	06/27/2013	Y	
20775	DONALD J BEARY	9406 FALCON RIDGE DR			LENEXA	KS	66220	231318	64866	08/03/2020	04/26/2018	Y	
20776	MAX BEERUP	8836 N LOCUST			KANSAS CITY	MO	64153-2525	184829	39598	04/20/2004	04/01/2003	Y	
20757	KENDRA BOLEJACK	10236 W 96TH TERRACE			OVERLAND PARK	KS	66212-2219	332339			06/27/2013	Y	
20778	DAVID BROWN	22772 BEGFORD RD			STILWELL	KS	66083-9189	352830			06/07/2017	Y	
20779	WILLIAM E BURGETT	9108 ENGLAND ST			OVERLAND PARK	KS	66212-3931	157587	18636	08/28/2007	03/02/2003	Y	

### NEW


A **PROFILE ID** IS A **UNIQUE IDENTIFIER CODE** FOR EACH MCL MEMBER & DETACHMENT IN THE MCL INFORMATION SYSTEM DATABASE.

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM.

THE DETACHMENT ROSTER CAN NOW BE GENERATED & PRINTED FOR DETACHMENTS AT THE DEPARTMENT LEVEL.

# MCL "REPORT of OFFICER INSTALLATION" / ROI

*Don't communicate to be understood.  
Communicate so you can not be misunderstood.*



## Marine Corps League

### Report of Officer Installation – Detachment


<b>Detachment</b>	[Redacted]			
	<i>(Name)</i>	<i>(Number)</i>	<i>(Profile ID)</i>	<i>(Department)</i>
<b>Federal EIN</b>	[Redacted]		<b>Incorporation ID No.</b>	[Redacted]
	[Redacted]		<b>Date of Incorporation</b>	[Redacted]
	<i>(Date of Election)</i>	<i>(Place of Installation)</i>		<i>(Installation Date)</i>
	[Redacted]		[Redacted]	
	<i>(Installing Officer's Name and Title)</i>		<i>(Installing Officer Signature)</i>	

NOTE; THERE IS A **DEPARTMENT FORM** AND A **DETACHMENT FORM** TO DOWNLOAD

DOWNLOAD FROM THE MCL LIBRARY EACH TIME TO MAKE SURE YOU ARE USING THE CURRENT VERSION OF THE FORM

# MCL "REPORT of OFFICER INSTALLATION" / ROI

*Don't communicate to be understood.  
Communicate so you can not be misunderstood.*

	<h2>Marine Corps League</h2> <h3>Report of Officer Installation – Detachment</h3>				
	<b>Detachment</b>	GENERAL LARRY OPPENHEIMER <i>(Name)</i>	1025 <i>(Number)</i>	19775 <i>(Profile ID)</i>	KANSAS <i>(Department)</i>
<b>Federal EIN</b>	48-1217467	<b>Incorporation ID No.</b>	2813525	<b>Date of Incorporation</b>	12/13/1999
March 24, 2021 <i>(Date of Election)</i>	_____ <i>(Place of Installation)</i>			_____ <i>(Installation Date)</i>	
_____ <i>(Installing Officer's Name and Title)</i>			_____ <i>(Installing Officer Signature)</i>		

**EIN** / FEDERAL EMPLOYEE IDENTIFICATION NUMBER – USED TO FILE YOUR YEARLY 990 FEDERAL PAPERWORK

**INCORPORATION ID NUMBER** / THIS IS YOUR STATE IDENTIFICATION NUMBER ASSIGNED WHEN INCORPORATED

**DATE OF INCORPORATION** / THE DATE YOUR STATE ASSIGNED YOU THE **INCORPORATION ID NUMBER**

**PROFILE ID** / UNIQUE IDENTIFIER IN THE MCL DATABASE FOR EACH DETACHMENT

THESE NUMBERS NEVER CHANGE UNLESS YOU HAD A PROBLEM IN THE PAST / UNIQUE TO YOUR CORPORATION

# MCL "REPORT of OFFICER INSTALLATION" / ROI

---

**SECRETARY OF STATE RECORDS – THESE ARE LEGAL DOCUMENTS OF THE DETACHMENT CORPORATION**

**IF OFFICERS HAVE CHANGED** FROM CURRENT OFFICERS ON FILE WITH YOUR SECRETARY OF STATE SEND IN A CORRECTED DOCUMENT FOR TAX RECORD ON FILE.

**SECRETARY OF STATE WEB ADDRESSES**

**LOOK UP PER STATE TO CHECK STATUS**

**FEDERAL EIN NON-FOR-PROFIT ORGANIZATION WEB ADDRESS**

**Federal EIN Organization Search:** <https://apps.irs.gov/app/eos/>

# MCL "REPORT of OFFICER INSTALLATION" / ROI

*Don't communicate to be understood.  
Communicate so you can not be misunderstood.*

**Note: The Officer must be installed to be listed on this form.**

OFFICE Elected / Appointed	MBR#	PROFILE ID	INCUMBENT (Include NAME & ADDRESS)	EMAIL	PHONE
Commandant	E				H C
Senior Vice Commandant	E				H C
Junior Vice Commandant	E				H C
Judge Advocate	E				H C
Junior Pest Commandant					H C
Adjutant					H C

**FILL FORM OUT COMPLETELY / ALL BOXES**

**ELECTED OFFICERS SHALL INCLUDE;** *Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate*

*All other officers can be **E**lected or **A**ppointed depending on your By-laws / Procedures*

**NOTE: EACH MCL MEMBER HAS THEIR OWN UNIQUE PROFILE ID IDENTIFER NUMBER IN THE DATABASE**

**MEMBER MUST BE PRESENT TO BE INSTALLED**

**NOTE: THIS DATA WILL BE ENTERED INTO THE MCL INFORMATION SYSTEM**



# MCL "REPORT of OFFICER INSTALLATION" / ROI

<b>Date, Time &amp; Place of Detachment Meetings</b>			
4th Wednesday / 07:00PM / Isadore Hoehn VFW Post 7397, Lenexa, KS			
<b>Detachment Renewal Dues</b> <i>(This amount is the total of Detachment, Department &amp; National dues)</i>			<b>\$35.00</b>
<b>GEORGE WAUGH</b>	<b>ADJUTANT</b>		
<i>(Submitted By)</i>	<i>(Title)</i>	<i>(Signature)</i>	<i>(Date)</i>
<b>Instructions:</b> NO SIGNATURES REQUIRED IF EMAILED BY ADJUTANT or PAYMASTER			
1) <i>Detachment Adjutant/Paymaster sends a copy to the Department Adjutant/Paymaster, retaining a copy for detachment records.</i>			
2) <i>Department Adjutant/Paymaster sends a copy to the <u>MCL National Adjutant/Paymaster and Division NVC</u>, retaining a copy for department records.</i>			

**FILL FORM OUT COMPLETELY**

**NOTE: THIS DATA WILL BE ENTERED INTO THE MCL INFORMATION SYSTEM AS SUBMITTED**

**IF THE COMPLETED ROI IS EMAILED TO THE DEPARTMENT ADJUTANT/PAYMASTER BY THE DETACHMENT COMMANDANT OR DETACHMENT PAYMASTER THIS WILL SERVE AS A LEGAL SIGNED DOCUMENT, NO OTHER SIGNATURES REQUIRED. SAME PROCEDURES FOR DEPARTMENT ROI.**

# MCL "REPORT of OFFICER INSTALLATION" / ROI



## Marine Corps League

### Report of Officer Installation – Detachment

<b>Detachment</b>	GENERAL LARRY OPPENHEIMER	1025	19775	KANSAS
	<i>(Name)</i>	<i>(Number)</i>	<i>(Profile ID)</i>	<i>(Department)</i>
<b>Federal EIN</b>	48-1217467	<b>Incorporation ID No.</b>	2813525	<b>Date of Incorporation</b>
	March 24, 2021			12/13/1999
	<i>(Date of Election)</i>		<i>(Place of Installation)</i>	<i>(Installation Date)</i>
	Ken Fain, Junior Past Commandant			
	<i>(Installing Officer's Name and Title)</i>		<i>(Installing Officer Signature)</i>	

**Note: The Officer must be installed to be listed on this form.**

OFFICE Elected / Appointed	MBR#	PRC FILE ID	INCUMBENT (Include NAME & ADDRESS)	EMAIL	PHONE
<b>Commandant</b>	E: 353886	20849	Joel Wilson 2913 SE Jennifer Dr. Lee's Summit, Mo 64063-9303	wil.onjoe1@gmail.com	H C 816-872-4997
<b>Senior Vice Commandant</b>	E: 346064	20784	Richard Campin 4501 W 71st St. Prairie Village, Ks 66208-2585	rcampin@kc.rr.com	H C 913-236-8122
<b>Junior Vice Commandant</b>	E: 63554	20814	Don Marsolek 6724 W 83rd St. Overland Park, Ks 66204-3955	happylc.wandering@gmail.com	H C 913-558-5791
<b>Judge Advocate</b>	E: 53187	20806	Joseph Hughes 8021 Hall St. Lenexa, Ks 66219-1870	joehughes50@gmail.com	H C 913-894-2006 C 913-660-4817
<b>Junior Past Commandant</b>	A: 240267	20798	Ken Fain 9424 W. 111th Terrace. Overland Park, Ks 66210-1706	kenfain@gmail.com	H C 913-980-7464
<b>Adjutant</b>	E: 199310	20848	George Waugh 10502 W 50th Terrace, Shawnee, Ks 66203-1653	gw.10502@gmail.com	H C 913-631-2440 C 913-530-0109
<b>Paymaster</b>	E: 199056	20787	William Clinton 11232 Plummi Rd, Lenexa, Ks 66215-4611	bd.lint@sbcglobal.net	H C 913 484 3078

**NEW**

**M4L APPOINTED POSITION**

**COMMANDANT IS DEFAULT PERSON IF NO OTHER MEMBER APPOINTED**