



## Mideast Division Bulletin October 2015

This Mideast Division Bulletin is to provide communication on administrative policy and pending events within the division. These are areas that I want the Departments and Detachments to focus on to ensure the Mideast Division complies with directives from MCL National HQ. Disseminate this information to all detachments. Departments are requested to submit any information on scheduled events within their area to the Division Adjutant, Roger Ware at [rrware@yahoo.com](mailto:rrware@yahoo.com) and Division Web Sgt, Robin Elder at [mclmideast@gmail.com](mailto:mclmideast@gmail.com). The Division web site is: [www.mclmideast.com](http://www.mclmideast.com). The Chain of Command is: Individual - Detachment - Department - Division - National.

### Mideast Division Officers:

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### NVC

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### ANVC

Bruce Rakfeldt  
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### Adjutant

Roger Ware  
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### Department Commandants:

#### **Department of Delaware**

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#### **Department of Maryland**

Commandant: Craig Reeling [craig.reeling@marylandmarines.org](mailto:craig.reeling@marylandmarines.org) Home: 443-477-0670

#### **Department of North Carolina**

Commandant: Charles Minton [ssgtcdminton@yahoo.com](mailto:ssgtcdminton@yahoo.com) Home: 252-452-0728

**Department of Virginia**

Commandant: Don Coons [commandant@VirginiaMarines.org](mailto:commandant@VirginiaMarines.org) Cell; 757-510-0435

**Department of West Virginia**

Commandant: Richard L. Shank [hard-charger@suddenlink.net](mailto:hard-charger@suddenlink.net) Cell: 304-633-1814

**Capital Marine Detachment 516**

Commandant: Chuck R. LaBerge: [Chuck.laberge@comcast.net](mailto:Chuck.laberge@comcast.net) Home: 352-391-9259

**Napital Capital Detachment 382**

Commandant: John Kovalcik: [NJRV@sc.rr.com](mailto:NJRV@sc.rr.com) Cell: 843-333-4618

**London UK Detachment 1088**

Commandant: Mark Scher [markescher1@gmail.com](mailto:markescher1@gmail.com) VOIP :248-823-5942

**Mideast Division Membership**

Here are the total paid membership of the Mideast Division since 9/30/15

<u>9/30/15</u>	<u>6/30/15</u>	<u>3/31/15</u>	<u>12/31/14</u>	<u>9/30/14</u>	<u>6/30/14</u>	<u>3/31/14</u>
5996	6188	6281	6360	6416	6459	6418

Here are the totals for the Division as of 9/30/15

PLM: 3516      Paid: 2480      Total Paid: 5996      Unpaid: 1337

Here are the changes since the 6/30/15 membership roster:

PLM -18      Paid: -174      Total Paid: -192      Unpaid: +170

The Mideast Division Membership on 12/31/14 - **6360**- , 3/31/15 - **6281**, 6/30/15 - **6188**, and on 9/30/15 **decrease of 364 since 12/31/14**. Total Unpaid 12/31/14 was **1130**, 3/14/15 was: **1088** , 6/30/15 was **1167**. **on 9/30/15 was 1337** This is increase of **207** unpaid since 12/31/14.

Here are the Department totals:

Dept:	PLM	Paid	Total Paid	Unpaid
DE	208	118	326	64
MD	715	372	1087	219
NC	1217	1072	2289	567
VA	854	555	1409	366
WV	460	286	746	94
Nat HQ MCL	15	10	25	3
District of Col	48	69	117	24
London	14	8	22	3
Sierra Alpha	1	0	1	0
<b>Total:</b>	<b>3516</b>	<b>2480</b>	<b>5996</b>	<b>1337</b>

National Sr Vice Commandant Wendell Webb has sent the 3rd quarter detachment membership rosters to the NVC's who, sent it to all the Departments. National will be mailing out copies within the next 2 weeks. This will list the members in each detachment including Paid Life Members (PLM), Paid ( those paying annual dues) and Total Paid ( includes PLM and dues paying) and all Unpaid. Only the Detachment Paymaster receives the detachment copy while the Department Commandant and Department Paymaster receive a copy of every detachment membership. Detachment Paymasters need to share this information with their Commandant and Jr

Vice Commandant as well as those members of their Detachment Membership Retention Team (MRT). Every unpaid member listed must be contacted either via telephone call or letter and encouraged to continue paying their dues. The Commandant should ensure that every member of their detachment is contacted at least every 3 months. Communication is extremely important as it ensures your members are informed of your detachment activities and events so they can attend meetings and assist with some of your events. The 240th USMC birthday is just around the corner and steps should be taken to inform your members and any Marine in your area of what you have planned to celebrate this event. Invite any Gold Star family members and widows of Marines. Let's never forget our widows and Gold Star families. Visit any nursing homes in your area and extend a birthday to all Marines.

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### **A Message from Commandant of the Marine Corps**

"All previous guidance remains in effect"

To all Marines, Sailors, civilians and families, I am honored to serve as your Commandant. To General and Mrs. Dunford, as you transition to your next assignment, please know that you go with the respect and thanks of every Marine, Sailor and their families. It is now our responsibility to maintain the institutional momentum of the past year in our efforts to sustain and continue to improve our Corps. That said, no later than the New Year I will publish a "FragO" to the current CPG.

"Like war itself, our approach to war fighting must evolve"

As the Nation's crisis response force and force in readiness, Marines remain forward deployed, ready to fight and win tonight. However, we cannot rest on our past successes and our current efforts because our nation's enemies are continuously adapting and challenging us with new and different forms of warfare. We must continue to improve our readiness for today's fight, while at the same time ensuring we remain relevant for the conflicts we know will come in the future. As Marines have always done, we will continue to seek new opportunities and develop solutions that maintain an overwhelming tactical advantage over any adversary. We must know how we will operationally apply our capabilities against our adversaries, but also study and be aware of how they will apply their capabilities against us.

"For the strength of the pack is the wolf, and the strength of the wolf is the pack"

Our strength is the talent, skill and discipline of our Marines and Sailors. Today, we are a ready and capable Corps of Marines because of patriotic Americans who are willing to step forward and accept the challenge of being a Marine in order to serve our Nation. Since our friendly center of gravity is our "Team of Marines," it is appropriate to begin our tenure by communicating clear expectations for leaders and those they serve.

"The senior is obligated to provide the guidance and the example that allows subordinates to exercise proper judgment and initiative." This includes providing a clear mission and intent. What to do, not how to do it.

What Marines should expect from leaders:

- Firm but fair leadership. Marines and Sailors will be treated with dignity and respect.
- Accountability. All Marines will be held to the highest standards of conduct and performance.
- Leadership from the front. Leaders will set the highest examples in their professional and personal life.
- Realistic and challenging training. We will train hard in every clime and place, day and night.
- Weapons and equipment that is on the cutting edge of technology. Marines must quickly recognize and leverage technology to make us better war fighters.
- Opportunities for advancement. All Marines will be recognized for a high level of performance.
- Care and support for families and our wounded. Both are critical members of the Marine Corps team and have earned our support.
- Honesty, Integrity, and Loyalty. Trust is a two-way street. Listen to and take care of Marines in your charge and they will take care of you.

-- Compassion. All leaders will provide those in their charge sincere and concerned assistance with problems.

"The subordinate agrees to act (with discipline, respect and loyalty) and not exceed the proper limits of authority"

What leaders should expect from Marines:

- Always give 100% to the mission. Bring your "A" game every day.
- Be technically and tactically proficient. Learn, study, read .... know your profession.
- Be physically, morally, and mentally fit. Lead a healthy and disciplined life style. Condition your mind and body for the rigors of combat. Use of illegal drugs and abuse of legal drugs and alcohol are not conducive to this goal.
- Be accountable for your actions. If you make a mistake, admit it, correct it, and press on.
- Care for and maintain your weapons and equipment. Readiness depends on it.
- Overcome adversity and exercise initiative. Seek solutions and never run away from problems.
- Tell the truth - ALWAYS! Bad news does not get better with time. Things cannot be fixed if they are not talked about.
- Set goals and then strive to achieve them. Have a plan for your life whether you serve 4 or 40 years.
- Earn trust in all things, every day. Be loyal to your unit, your peers, your subordinates, and your leaders.

"Human will, instilled through leadership, is the driving force of all action in war."

Being a Marine is not a job but a way of life. Give your all to be the best human being, teammate and Marine or Sailor possible. The end result will be an unbeatable force ready to take on any mission, any place, and any time. When we do execute our missions and our lives in this way, we will take our proper place alongside the long line of Marines and Sailors who have preceded us. Let's go!

Semper Fidelis,

Robert B. Neller  
General  
U.S. Marine Corps  
Commandant of the Marine Corps

## 240th Birthday Message from Commandant of the Marine Corps



10 November 2015

### A MESSAGE FROM THE COMMANDANT OF THE MARINE CORPS

When the Continental Congress raised up two battalions of Marines in 1775, it launched the greatest fighting force the world has ever known—a force revered globally for its uncommon valor, unparalleled adaptability, and ferocious tenacity. Over the past 240 years, the battlefields and equipment have changed, but the spirit of the United States Marine Corps has prevailed in every time and place.

One hundred years ago, Marine Corps Recruit Depot Parris Island opened its doors as the first base dedicated solely to making Marines. Since then, hundreds of thousands of men and women have been forged into elite warriors at Parris Island, Marine Corps Recruit Depot San Diego, and The Basic School in Quantico. Each recruit had a different reason for stepping onto the yellow footprints, but all are unified by the intangible traits that characterize United States Marines and the remarkable legacy that has carried on across generations.

Whether you served on the hallowed grounds of Belleau Wood, fought on the iconic island battlefields of World War II, navigated the harsh terrain and climate of the Chinle Reservoir in Vietnam, conducted assaults during Desert Storm, marched on Baghdad, fought in close combat in Fallujah, or conducted combat operations in Afghanistan, everyone who wears the Eagle, Globe and Anchor is a member of that storied legacy.

As we celebrate the 240th birthday of our Corps, we pay tribute to all who have served and we remember our fallen heroes. We take great pride in our legacy and in the fine men and women who carry our colors into the future. And we extend heartfelt thanks to our families for their steadfast support.

Our 26th Commandant, General Louis Wilson, once said, "In the last analysis, what the Marine Corps becomes is what we make of it during our respective watches. And that watch of each Marine is not confined to the time he spends on active duty. It lasts as long as he is proud to bear the title of United States Marine." Thank you all for guarding the legacy of our Corps during your watch.

Happy Birthday, Marine!

Semper Fidelis,

A handwritten signature in black ink, appearing to read "Robert B. Neller".  
Robert B. Neller  
General, U.S. Marine Corps  
Commandant of the Marine Corps

## **Two Messages from MCL National Commandant Richard Gore**

Marines;

I just wanted to take a few minutes and address the membership from this new media of communication. Periodically there will be updated information coming to you from this corner of our home page on the National website. This is to help you share in the progress we are making in our re-structuring of our League, and HQ facility.

We are a little over (1) one month since our National Convention came to an end and I honestly believe it was a great success on all fronts. There is a new spirit aboard that you can feel coming from the people that count, you the membership. There will be complete transparency from all elected officers, as well as appointed, and we are listening to you for new and fresh ideas, to improve our performance, and heighten the Leagues presence Nationwide.

The issues that existed at National have been our number one concern, and the changes that have taken place are immense, to say the least. Our improvements on our data base are taking place daily, and hopefully will be completed in time for mid-winter. To say that it was dysfunctional as well as outdated, is putting it mildly. The efforts being put forward by your Board of Trustees, led by Interim Director Hazlett, is nothing short of impressive, and heartwarming. We still have a long way to go, but it is happening.

The National Roster is being completed and by the time "Modern Day Marine" is completed it should be posted on the League website. Bear in mind that changes may be necessary from time to time, but that is to be expected. Continue sending your suggestions to us so they can be looked at and evaluated. In closing, for now, I want everyone to be patient and give the rebuilding a chance to occur. This downward spiral did not occur in a few months and it is going to take us time to correct issues, and regain your trust. The entire National Staff exists for the betterment of our membership, and we are well aware of that fact.

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Just an update to what is happening at National to keep everyone in touch.

As you may have noticed , there is much more being added to the National Web Page and your comments are being listened to and if they have merit, they will be acted upon as they can be worked in.

"Modern Day Marine" Expo was at Quantico from the 21st to the 24th September. Our 2nd Board of Trustees meeting was held in conjunction with the Expo, with all Division Vices in attendance, and it covered a lot of ground on implementing changes we all can work with. After listening to the discussion among members it is evident the Division Vices are keeping in touch with one another, via E-mail or phone, and sharing the thoughts of the Membership. This will allow us to be on the same page, at the same time. The implementation of the new Database was discussed, and the entire board was enthusiastic to see it become reality in a few more months with many improvements coming on line; more about this at a later time.

The attendance at "MDM" was as large this year as it has ever been. We had over 400 vendors participating from all segments of the Defense Contractor industry and they were very appreciative of our efforts, along with "Emerald Productions", who set up the show for us. They have vowed to come back and continue supporting us in the future. Several Detachments had volunteers come and assist with the work, and I wish to thank them all personally for their efforts on their own time and expense. "Semper Fi".

As you all are well aware of, on Thursday (9/24/15), a new Commandant was sworn into office. General Robert Neller is now the 37th Commandant and assumed his duties on that day. We, as Marine Corps Leaguers, welcome him to his new duties and look forward to working with him and his staff. At the same time, we wish to congratulate our 36th Commandant Joseph F. Dunford, as he assumes his new duties as the new Chairman of the Joint Chiefs of Staff. His is an important position as he becomes only the 2nd Marine General to hold this position. To both of them we wish them well with "Fair winds, and following seas."

The National Roster should be on-line within the next two weeks, and there are many changes. Be sure to forward your comments to me as you have in the past, as it invigorates my energy and thought process. We are working hard for you and we will succeed in our mission,

"Our flag does not fly because the wind moves it, it flies with the last breath of each serviceman who died protecting it."

'Semper Fi''

Richard D. Gore, Sr.  
National Commandant  
Marine Corps League  
774-239-6067

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### **Message from National Sr Vice Commandant Wendell Webb - Updated problem reporting best practice**

I have updated this best practice based on positive and negative feedback. This is a problem reporting process not a transmittal submittal change. We are still on track to use the forms on the web site for transmittal submittals. I have been overwhelmed with membership issues by e-mail, phone calls and face to face. I will work every one of these but I must have information and documentation to aid in the troubleshooting the problem. I have verified problems at the Detachment, Department and National. I will work the documented cases only.

1. **Problem Reporting Process** (Interim Process to resolve membership problems...Rev B)  
Dues; Life Membership; Change of Address; Transfer; Notice of Death; Membership Status

2. **Assumptions**

Please read and understand this best practice for problem resolution and identification of membership issues. We can only improve our process if we understand our current process and make documented improvements for everyone to follow.

Thanks for your help in helping us resolve these issues and document the changes required to improve the efficiency in our process and database.

One item we are recommending, when a members passes in addition to the Notice of Death by the Chaplain, you complete a transmittal identifying the death so we have a common flow of paperwork.

Provide any corrections or recommendations for review to National Senior Vice Commandant.

3. **Complaint Data Package**

You must provide the following to the National Senior Vice Commandant (NSVC):

Brief description of the problem you want to be addressed

Contact Information with whom the NSVC is to communicate with to resolve the problem

Copies of Detachment / Department Transmittal

Make sure the Check number are recorded on transmittal

NSVC will contact you if no record of payment is recorded at National

The Senior Vice Commandant will create & track a Problem report for investigation and action

4. **Charts**

Chart 6 – Overall top level flow

Chart 7 - Documents the flow of the current transmittal from the Detachment to the Department

Chart 8 – Documents the processing at the Department before it goes to National...

Chart 9 – Documents the processing done at the National office

## 5. Transmittal Flow

Detachment -----Department -----National

**Detachment initiates** the Transmittal Verifies & Cashes members' check Writes two checks Department National

**Department processes** the Transmittal Verifies & Cashes Department check Signs off on Transmittal Verification of National Check Copy of Transmittal & Check sent to National

**National receives** Transmittal Verification and Deposits National's check Processes the Transmittal Enter Data into Database Upgrades all reports

### **Detachment initiates the Transmittal**

Detachment Transmittal

Members Responsibility to Detachment Paymaster Membership Dues Request for Transfer Change of Address

Life Membership Members Status (Death, Volunteer Removal, Suspension, Felony Conviction)

Chaplain completes the Notice of Death (Paymaster creates transmittal)

Writes two Checks Department Paymaster National Adjutant/Paymaster

Updates Detachment Records

Sends Transmittal and Checks to Department Paymaster

### **Department processes the Transmittal**

(Department) processes Detachment Transmittal

Detachment Responsibility to Department Paymaster Membership Dues Request for Transfer Change of

Address Life Membership Members Status (Death, Volunteer Removal, Suspension, Felony Conviction)

Processes the two Checks Department Check Deposited Verification of National Adjutant/Paymaster Check

Updates Department Records

Sends Transmittal and Check to National Adjutant/Paymaster

### **National processes the Transmittal** (National) processes Dept. / Detachment Transmittal

Department Responsibility to National Adjutant/Paymaster Membership Dues Request for Transfer Change of

Address Life Membership Members Status (Death, Volunteer Removal, Suspension, Felony Conviction)

Membership processes the Notice of Death

National Adjutant/Paymaster Verification of National Adjutant/Paymaster Check National Check Deposited

Updates National Records Database

Verification of changes were accepted by entry and reports

### **Conclusion and Questions**

Please send all complaint request to National Senior Vice Commandant (NSVC).

The NSVC will create a trouble report with tracking number and process all complaints and provide feedback to all in a resolution and status report.

This will allow us to develop requirements for our updated database and establish good management rules of operation. Any questions please contact current NSVC:

Semper Fidelis,

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mwdmcl@w-cubeassociates.com  
314.705.0595

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### **IRS 990 Date Base in Process**

NVC Wendell Webb is in the process of developing an excel data base for tracking all 990 in those units in the MCL. Below is what he submitted and the parent list. The only template needed for the MCL is given as the MODD and Auxiliary are not listed in this.

I want to thank all of you for either volunteering or being drafted to serve on this committee. Please look at the contact list and verify your contact info and provide any questions or corrections to me for updates. I do e-mail, texting, voicemails or phone calls. I ask Allen Ferguson and Harvey Harris to be my deputies to help me work the task ahead of us.

Attachments:

**990 Committee Instructions;** I tried to explain what each field is and what needed to be inserted. Any questions or error please let me know so I can correct the instructions. These will become part of our Best Practice to educate future officers on the requirements for MCL Parent and IRS.

I have three templates attached:

- a. League – For all Divisions to create their Departments and Detachments in the workbooks.
- b. Devil Dog – This template is for Steve only for the Devil Dog Packs and Pounds
- c. Auxiliary – This template is for Jackie only for the Auxiliary Departments and Units

Your job is to coordinate with all of the entities within you Responsible Authority to complete the Templates 990. Any issue please contact me so we can all share with others on the committee. This is how we will complete a Best Practice from all events in the creation of the end product. Remember our goal is to have a complete composite list of the entire Parent Organization and status. We must submit a new Parent List to the IRS in March 2016.

The second goal is to start the education process of our membership on the why and importance of this requirement. The Commandant has asked me to create this committee but also look at how this data should be incorporated into the Database as requirements so we can create this report from the database.

### **National Marine Corps League Parent List**

##Instructions being provided as an explanation include the definitions of each workbook in the form being supplied. Our goal is to maintain these files and create a **calendar year Parent List submittal** in March of each calendar year. The current data base does not support any data entry or reports needed to complete the file needed to be maintained. This report will also allow officers a quick reference on the entire status of their responsibility for each entity.

## **Instructions for Excel File records**

Excel Files provided:

1. We will collect the requested data on the supplied Excel File Formats
2. We will use the workbook tabs for the following:
  - a. Auxiliary
    - i. Departments
    - ii. Units
  - b. Devil Dogs
    - i. Packs
    - ii. Pounds
  - c. Divisions
    - i. Departments
    - ii. Detachments
3. EIN (Employee Identification Number)
  - a. Issued by the IRS
  - b. 9 digit number with the following format 12-3456789
4. Enter the last successful year you filed 990
  - a. 990-N (e-postcard)
  - b. 990 Long Form
5. Parent MCL 0955 Group
  - a. This is the National Group Number
  - b. All subordinates are a 2 (Divisions, Devil Dogs, Auxiliary entities)
6. MCL Standing
  - a. G = Good Standing Entity: Successful 990 submission each fiscal year either short or long 990
  - b. R = Revocation by IRS; currently has a letter of Revocation or identified to be receiving a Revocation letter from the IRS
  - c. P = New Parent Addition; currently been reinstated by the IRS or a newly form entity
7. 990 Submittal
  - a. Date Filed 990; includes the message for 990-N that your filing has been received and in the system
    - i. If they filed and no record it could be pending waiting on Parent List authorization
    - ii. If time limit reached then a letter of revocation was issued or pending
  - b. Accepted 990; A separate e-mail for 990-N that your filing has been successfully processed
    - i. Need copies for your records of the e-mails per current MCL regulations
    - ii. Need copies for your records of 990 – Long form cover sheets showing filing
    - iii. Assumption – Accepted e-mail receipt you filed a 990-N other blank if you filed a 990 long form.
    - iv. IRS data search will give all those compliant or revoked
8. Fiscal Year
  - a. Enter your fiscal year per your organization bylaws and IRS business filings
  - b. Note any issues
9. Continuation Unit Name
  - a. Number
    - i. Departments, Packs is N/A
    - ii. Detachments, Pounds and Units enter number
  - b. Name
    - i. Enter your Official Name
    - ii. Some may need to correct their official name
10. POC – This is the person who does the filing of the 990 and the person with whom the IRS can contact for questions. This should be the paymaster or equivalent who maintaining records and has passwords for IRS
11. Address – This should be the address the person who filed lives because PO Boxes are not accepted by many government agencies
12. City/State/Zip – This is self-explaining and please use entire zip code
13. Phone – area code – 7 digit number

Please use the IRS web site to verify any information you deem not correct or confusing. Please call me if you have any issues so we can address it with the leadership. IRS Web Site for checking status of Exempt Organizations Select Check: <http://apps.irs.gov/app/eos/> this is only for the 990-N

Remember this data collection is only for the National IRS compliance and does not address the State adherence to State Regulations for proper registration and compliance.

Thank you, to each of you for your help in obtaining this information. Please be persistent in gathering this information.

Semper Fidelis,  
Wendell Webb

### **Message from National Judge Advocate Johnny Baker**

Marines, I have been in the position of National Judge Advocate now about seven full weeks. During that time, I have received numerous (over 10) e-mails requesting opinions on Detachment issues and concerns. I have answered them but there was one common thread, most of them had not gone through their Detachment Judge Advocate, their Department Judge Advocate, nor the Department Commandant or Division Vice. No one in the leadership above them was given the opportunity to assist the Marine. That is important!

It is my intent at this time to ensure that when a Marine has a problem or issue within a Detachment or Department, they first must contact their Detachment Judge Advocate, if appropriate, or at least their Department Judge Advocate to try to alleviate the problem or issue. To me it is extremely important that the "chain of command" be used in working out these problems. This is the Marine Corps way. Let me assure you that I do not have a problem making a ruling or an opinion, but I sincerely want the Detachment, Department, and Division leadership be aware of the situation before actually getting the National Judge Advocate involved. I will sincerely work with any Department Judge Advocate or Commandant to ensure that you get a quick and logical opinion or ruling. In the future, if I get an e-mail straight from an individual, I will refer them to the Detachment Judge Advocate and then they can turn to the Department Judge Advocate if they do not get satisfaction at the Detachment level. Detachment and Department Commandants should also be involved with the process. It is important that we give quick and sound advice to our Marines when asked, it is what WE would expect for ourselves.

Please ensure that this policy is passed down to all Departments and Detachments. Most of the e-mails that I have received usually deals with a member not happy with the way that things are being handled by other Detachment officers or members. I am sure that most of these e-mails could have been handled at the Department Judge Advocate level. I will leave it up to the Department Judge Advocate's in bringing me into the issue. There may be times that I will work with a Detachment on an issue, but this will not happen very often. The last topic that I want to cover is the fact that our Marines are not reading their National Bylaws and Administrative Procedures before asking for a ruling or opinion. More often than not, I answer most question just by copying and pasting a section of the National Bylaws and Administrative Procedures manual to answer their questions. If I can do that, every Detachment and Department Judge Advocate should be able to do that also. If a Detachment Judge Advocate cannot answer his question in this manner, he should seek the advice of the Department Judge Advocate. Two other sources of information that I have used in the past seven weeks is the Roberts Rule of Order, Revised, and the Professional Development Program presentations. Between the three documents, most questions can easily be answered. After all avenues have been exhausted, then please have the Department Judge Advocate contact me with full details (who, what, where, where, & how) of the situation so that I can make a sound opinion or ruling. Please ensure that the point of contact's full name, e-mail address, and telephone numbers are given.

All Judge Advocates must be experts in the field and at least know where to look for any answer. Department Judge Advocates should train the Detachment Judge Advocates to perform their jobs. Often, this is their first leadership position in the Detachment when they are elected to Detachment Judge Advocate. Let's make sure they know their jobs.

I appreciate the dedication and abilities of the Department Commandants and Department Judge Advocates. Help me ensure that they are part of the “process.”

“Communicate, Communicate, Communicate!”

Semper Fi,

Johnny Baker  
National Judge Advocate

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### **National Jr Vice Commandant Dennis Tobin’s message to all Departments and Detachments concerning Unpaid/Delinquent Members**

Marines:

First, there seems to be some confusion regarding unpaid and delinquent members, they are the same. One year from initial membership the members annual dues are due, if they are not paid by that date the member will be listed as unpaid/delinquent on the next Detachment roster. That member will be carried as unpaid/delinquent for one year at which time he/she will be dropped from that Detachments roster. During that year the membership chairperson ( Jr. Vice or whomever ) should be working on getting that member back as paid and in good standing.

That being said, lets get one thing straight, the Detachment is responsible for their membership. I’ll say that again, the Detachment is responsible for their membership. That means that at the start of every fiscal year, which is June 30, the Detachment Jr. Vice should be looking at his/her roster to see what members are coming due in the upcoming months. At that point the Jr. Vice should be sending out a reminder to those members the need to renew and send it directly to the Detachment for processing and forwarding to the Department and National.

The Detachment Jr. Vice’s job is membership and retention so there is no excuse for not doing the job you were elected to do, and it’s the Detachment Commandants job to make sure the Jr. Vice does the job. It’s not hard, you can scan your roster into computer and arrange it according to the months members are due, then generate a letter, email or phone call to notify members due for those months. There is too much sitting back at the Detachment level waiting for National to send out renewals. Two problems there, when a member gets the renewal from National many members send ! it back to National with their dues, Then the Detachment has to wait to get the paperwork back to find out the member has renewed. The Detachment should be the first to know a member has renewed, so again the detachment should be taking care of their own renewals. That notice coming from National should be nothing more than a reminder to the member.

The Department also needs to be involved in this process. The Department Jr. Vice could simply send out a monthly notice to all Detachments that they need to notify all their members due for the upcoming two or three months. National is currently looking into ways to make this entire process simpler across the board. One idea that is being seriously considered is one renewal date for everyone, no matter when you joined. The best date to use would be the end of the fiscal year, June 30th. Your join date would still be listed on your card for proof of consistent membership.

Again, Detachment membership is a Detachment responsibility. It does not have to be a one person job, Jr. Vice, put together a committee to work with you and keep your membership in good standing. Also, the Mentoring program is a vital part of your retention program. Put together a list of active members that attend meetings and functions and when a Marine joins assign them a mentor to keep in touch with the new member and keep them

informed of all Detachment meetings and functions. It's even easier if the new member has a sponsor, assign that sponsor as the mentor.

Detachment leaders, It's time to step up and take charge and be the leaders you said you would be when you ran for office. I can sit here and come up with programs and plans to assist you with recruiting and retention but if you don't implement them it's all a waste of time. all the tools you need are already in place Marines, you just need to start using them.

Think about the Marine Corps concepts of Squads and Fire-teams. Use those same concepts at the Detachment level. Form a squad and fire teams to go out and recruit and another squad and fire teams to work on retention. Come up with your own ideas, If they work pass them around for other detachments to use. Don't just sit there and expect National to keep your membership paid up and in good standing.

National, Department, and Detachment Officers, we were all elected to do a specific job, and when we campaigned for our office we swore we would do the better job. and then we took that oath of office and swore that we would in fact do the job to the best of our ability. Lets do it. We are a Marine Corps League Team and we have to work together as a Team to get the job done. Marines, If you took your current position for the title and recognition, and not to do the work that goes with it, please step aside and let someone who is willing do the job.

Last but not least, remember Marines, we currently have a recruiting contest/incentive program in place effective October 1, till the close of business prior to next years National Convention. It is a cash incentive, with the drawing to be held at the National Convention in Oklahoma.

1st prize—\$1,000.00 each to a new member and the sponsor  
2nd prize—\$ 500.00 each to a new member and the sponsor  
3rd prize x 10—\$100.00 each to a new member and the sponsor.

Note- if the new member walked into the Detachment to join and there is no sponsor listed the Detachment will get the sponsor portion of the prize.

## LEADERSHIP AND TEAMWORK

“ Authority does not make you a leader. It gives you the opportunity to be one.“

“ True leaders are not those who strive to be first, but those who are first to strive and give their all for the success of the TEAM. True leaders are first to see the need, envision the plan, and empower the TEAM for action. By the strength of the leaders commitment, the power of the TEAM is unleashed.”

Semper Fidelis,

Dennis Tobin

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### **Mideast Division NVC Mike McLain comments**

Mideast Division NVC Mike McLain comments regarding the current status of MCL National and some plans for the future .

First of all, it might be a while before national gets all the glitches worked out on the computer problems so be patient.

Departments and Detachments need to really track their unpaid members because they may not have received a dues reminder. All Paymasters must ensure they maintain contact with all their members and send a letter or phone call reminder to all their unpaid. Using the quarterly rosters, these Paymasters can target on all members who have their dues pending in various months. If they use the quarterly roster and check off those members who pay their dues they can also have a listing of the unpaid as well. Match up with all those listed on your dues transmittals as being paid and maintain focus on all unpaid. Your membership retention team members should also assist in tracking all unpaid and make every effort to retain them.

The Dept Paymaster is the key link to your entire membership because he or she receives all the dues transmittals and if they use the detachment quarterly rosters and mark all those who pay their dues, they can maintain a current total of all paid, and unpaid for each detachment and have these total for their department. If the Dept Paymaster works with the Dept JV Commandant they can have a data base with every unpaid within their dept. The Dept Commandant can be kept in the loop and each month he should be given the total membership numbers for their dept. The Dept Commandant should then report these totals to the division NVC. Upon receipt of each quarterly roster, the membership numbers can be verified using the new roster and matching the unpaid against it.

National wants to have more MCL news worthy articles and pictures in the Semper Fi magazine. These can be stories of combat veterans in your detachments, and any featured events or activities involving your divisions, departments and detachments. The League desires to place more focus on these articles and it might help generate more interest in gaining new members. In conjunction with the Semper Fi magazine, National is seeking more corporate sponsorship and ad placement in the magazine. All units of the league are encouraged to solicit any corporate and or business that wants to advertise which in turn will generate some interest in their business. This would be a prime time for local detachments to have some of the various theme parks and or vacation spots or cities to have featured articles about their events or activities. It might even be along the line of selling ads for a national convention. All news and pictures can be sent to the MCL editor via the national link. If you have any articles or pictures, send them in to national and let them decide which ones they want to feature.

Please pass on this info to all your detachments. Thank you.

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### **Department Paymaster Information**

Paymasters;

In reference to a phone conversation with Johanna Hill at National HQ, the following is submitted regarding dues.

At least 5 Detachments had reported problems with the wrong amounts showing on their members renewal notices. That has been corrected. Someone had entered the Department dues for 7 different states into the database. The computer was adding that amount to the amount reported on the Detachments Report of Officer Installation and coming up with the wrong amount. Those have been removed and the next set of renewals will be correct.

Some Detachments reported problems with members not getting their renewal notice at all. The problems with the missing renewals and renewals being returned by the Post Office because they were unreadable have been corrected. The renewals for October are ready to be sent out and they are correct.

If you have members who are unpaid for the past 5 (five) months, please call them and let them know that their dues are late because they may not have gotten a notice. Also let the ones who got their renewal but may not be

renewing because the new amount was too high what the correct amount is.

Be sure to contact you members who have not renewed in the last 4 or 5 months.

Our Detachment Paymaster contacted 11 of our 12 (we cannot locate the 12th) unpaid members. Six (6) of them were not going to renew because they thought our dues had gone up from the \$25.00 that it is to the \$40.00 that was printed on the renewal form. All six have now agreed to renew.

If anyone paid you the excess amount please refund them the difference between the real dues amount and what they paid.

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### **MCL National Web Site**

Here is the link for MCL National: <http://www.mclnational.org/>. These blank forms, provided here in Adobe Acrobat Portable Document File (PDF) Format, are provided by the National Headquarters, and are in multi-part carbon sets. The forms below have been made enterable and can be saved electronically by the detachment. Prior to forwarding to the Department print the required number of copies. The forms below are enterable using Chrome or Internet Explorer. Click on documents on the national site.

### **Dues Transmittal, Officer Installation, Request for Transfer, Death Notice, Membership Application**

#### **Mailing Address:**

Marine Corps League - National Headquarters  
P.O. Box 3070  
Merrifield, VA. 22116

703) 207-9588  
(703) 207-9589  
(800) MCL 1775  
fax (703) 207-0047

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### **Proper Protocol**

When inviting a guest to a function, whether it is a National Officer, Department Officer or other dignitary certain protocol should be followed to ensure the guest feels welcome and is aware of their role / function at the event. Your guest can help improve your organization by enlightening your organization and providing up-to-date news and information. Their visit should be handled with care by all those involved.

The inviting organization (unit) should provide a written invitation to the event. If the invitation is for a single event the letter should include the purpose of the event, the date and time of the event, as well as the uniform of the day (proper attire). If the invitation if for a multiple event or multiple day events the visiting guest should be provided with a detailed itinerary of events they are expected to participate in, including suggestions for proper dress for the occasion.

If the guest is to serve as a speaker, they should be advised in advance of a special topic and how long the talk should be. They should also be told whether or not there will be a question and answer session. When the guest arrives, a member of the host organization (unit) should be appointed as an aide and they should to the present to meet the officer or dignitary. The aide should fully understand the assignment and the importance of protocol. The aide will be responsible to brief them on the coming event(s) and assist the officer

or dignitary when needed. The aide would also be responsible to ensure the officer or dignitary arrives at the designated locations on time.

Two weeks prior to the event there should be follow-up communication with the guest to confirm all arrangements.

The organization (unit) is responsible for making all arrangements for tickets to events, meals and transportation during the visit and pay charges for same. When deemed necessary the organization (unit) is responsible for providing hotel accommodations for the invited guest and pay charges for same. Complimentary beverages and snacks make the accommodations more comfortable. At all functions your guest should be seated on the dais or at the main table.

Press, radio, television and newspaper should be notified of your event including information on your guest so the local media is aware of your event and can provide appropriate media coverage.

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### **Inactive List and Reinstating Members**

Paymasters of the Marine Corps League,

National JVC Tobin has sent out a listing of your detachment's inactive list. The list contains all of the members whose membership has lapsed and thus have fallen off of your roster. We encourage you to reach out to these members to bring them back into the league.

The inactive members are eligible for reinstatement. As a reminder, here is the information about reinstatement as you only need to send in \$20 for a reinstatement (that is, regular dues). The additional reinstatement fee was eliminated by Change #8 from the 2012 National Convention.

National headquarters cannot automatically reinstate a member once he's been out for over a year. If they receive a renewal payment for someone whose expiration date is in June 2013, for instance, the payment will only bring him up to June 2014 unless he's marked for reinstatement. As a paymaster, you should use the code "RI" (instead of "R" or "RAM") on the transmittal to indicate that the member should be reinstated.

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### **Paymaster Training**

The Paymaster for the detachment is considered the "banker" and as such is required to maintain full financial accounting for all detachment funds. In addition, collecting annual dues and filing out the Dues Transmittal Form is another important function. The Paymaster will receive a Quarterly roster of every member in their detachment from National HQ every 3 months dated 3/31/15, 6/30/15, 9/30/15 and 12/31/15. Upon receipt this roster must be audited as it will include all unpaid members, paid life members and expiration date for all annual dues paying members. As each member pays his dues, the Paymaster should mark paid beside that members name for accuracy. The members name is listed on the Dues Transmittal form and then submitted to the Department Paymaster

At the end of every month the Paymaster should be able to review his detachment roster and know what member(s) are unpaid. This means looking at all the listed unpaid on the top of that roster as well as those listed alphabetically as the month when their dues are payable will be listed. The Paymaster in marking when dues are paid can do a better job of tracking all the unpaid members in his detachment. Every month continued focus should be directed on all unpaid member until their dues are paid. As each Quarterly roster is mailed from National, all the previously unpaid members as well as those who did not pay within that 3 month period will be

listed across the top of the detachment roster. This will continue with each Quarterly roster and all the unpaid will be listed for one year. The quarter roster following that period when any of the unpaid have been listed for one year, they will be dropped from the rolls by National and considered inactive. Bottom line is that each Paymaster must establish contact with all those unpaid members and see what can be done to keep them on your detachment roster as paid members.

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### **Member at Large Transfer**

A member who is in good standing may transfer from one detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment. In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if transferring member is in good standing. The losing Detachment, upon receipt of a member's request for transfer, must process this request within thirty (30) days. If the request is approved this action is noted on the request for transfer and appropriate copies are forwarded to the gaining Detachment.

A member who is in good standing in a Detachment may become a Member-At-Large in the following manner:

- a. Member submits a Request for Transfer form with Section 1 completed, and instead of a desired Detachment, the "or to \_\_\_ M-A-L status" will be checked.
- b. The Detachment Paymaster or Adjutant/Paymaster submits the Request for Transfer with Section 2 completed by the Detachment Commandant, on a dues Transmittal via the Department Paymaster or Adjutant/Paymaster, who forwards the Request to National Headquarters.
- c. Upon approval at National HQ of the Request for Transfer to M-A-L status, the Department and National HQ shall remove the name of the Member from the Detachment Membership Roster. National HQ shall carry the Member on its Membership Roster as a Member-At-Large.

When a member transfers to M-A-L status, he has NO voting privileges at the Detachment or Department level and can only vote at the National Convention and can not serve on any committees. If he is a Dual member and **also** belongs to a Detachment, he can vote that membership in the Detachment and Department. There is no M-A-L at the Department level as it is National only.

If the request for transfer is disapproved the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the losing Detachment's Judge Advocate and the Department Judge Advocate for their files.

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### **Certificate of Insurance**

National MCL HQ will mail a copy of the Commercial General Liability Insurance certificate to the Department and all Detachments. The period of coverage is Sept 1, 2015 to Sept 1, 2016. The Certificate of Insurance should be kept in your permanent files. it is important that the exclusions and restrictions listed in the summary be noted. This insurance is designated to protect you against claims alleging negligence that causes injuries to third parties (persons other than members). It does not cover lawsuits brought against a member by another. The policy also excludes any injury to participants in athletic events or other sports nature activities. The insurance provided normally takes care of events, parades and other activities in which the Department or Detachment members participate but does not provide coverage for the Department or Detachment or its members as

sponsors of an event. As a new guideline, if you solely host the following special events and have 150 or more attendees, there is an additional charge to the department/detachments: Examples are Art/Craft Show, Fairs/Antique Show, Birthday Ball/Dinner Dances, Picnics, Car Washes, Golf Tournament, Casino Night and Auction/Wine Tasting, etc. This is why it's important that Departments and Detachments ensure they have only Marine Corps League members represent the League. This is not and was never intended to be an accident policy for the members.

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### **Automatic Revocation - How to Have Your Tax-Exempt Status Retroactively Reinstated**

Organizations whose tax-exempt status was automatically revoked because they did not file required 990 series returns or notices for three consecutive years can apply for reinstatement of their tax-exempt status. When filing for an EIN the MCL and MODD file as a non-profit 501 (c) 4 organization. They are not considered as tax exempt when granted a non-profit status. They are considered as a social organization vice a veteran organization for IRS purposes.

In a new Revenue Procedure 2014-11, the IRS explains the four procedures an organization may use to apply for reinstatement.

#### **Streamlined Retroactive Reinstatement**

Organizations that were eligible to file 990-EZ or 990-N (*ePostcard*) for the three years that caused their revocation may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Have not previously had their tax-exempt status automatically revoked.
- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date of the organization's Revocation Letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Streamlined Retroactive Reinstatement," and mail the application and **Form 8718, User Fee for Exempt Organization Determination Letter Request** : The fee is \$400. Submit to:

Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

In addition, the Service will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure and files properly completed and executed paper Forms 990-EZ for all such taxable years. (For any year for which the organization was eligible to file a Form 990-N, the organization is not required to file a prior year Form 990-N or Form 990-EZ to avoid penalties.) The organization should write "Retroactive Reinstatement" on the Forms 990-EZ and mail them to:

Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201-0027

#### **Retroactive Reinstatement Process (Within 15 Months)**

Organizations that cannot use the Streamlined Retroactive Reinstatement Process (such as those that were required to file Form 990 or Form 990-PF for any of the three years that caused revocation or those that were previously auto-revoked) may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date on the organization’s revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.
- Include with the application a statement establishing that the organization had reasonable cause for its failure to file a required annual return for at least one of the three consecutive years in which it failed to file.
- Include with the application a statement confirming that it has filed required returns for those three years and for any other taxable years after such period and before the post-mark date of the application for which required returns were due and not filed.
- File properly completed and executed paper annual returns for the three consecutive years that caused the revocation and any following years. The organization should write “Retroactive Reinstatement” on these returns and mail them to:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, UT 84201-0027

These organizations should write on the top of the Form 1023 or Form 1024, “Revenue Procedure 2014-11, Retroactive Reinstatement,” and mail the application and user fee to:

Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

In addition, the Service will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

#### **Retroactive Reinstatement (After 15 Months)**

Organizations that apply for reinstatement more than 15 months after the later of the date on the organization’s revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Satisfy all of the requirements described under the “Retroactive Reinstatement (Within 15 Months)” procedure EXCEPT that the reasonable cause statement the organization includes with its application must establish reasonable cause for its failure to file a required annual return for all three consecutive years in which it failed to file.

In addition, the Service will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

#### **Post-Mark Date Reinstatement**

Organizations may apply for reinstatement effective from the post-mark date of their application if they:

- Complete and submit Form 1023 or Form 1024 with the appropriate user fee.

These organizations should write on the top of the Form 1023 or Form 1024, “Revenue Procedure 2014-11, Reinstatement Post-Mark Date,” and mail the application and user fee to:

Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

## **What's a Reasonable Cause Statement?**

A reasonable cause statement establishes that an organization exercised ordinary business care and prudence in determining and attempting to comply with its annual reporting requirement. The statement should have a detailed description of all the facts and circumstances about why the organization failed to file, how it discovered the failure, and the steps it has taken or will take to avoid or mitigate future failures. For a detailed explanation see Section 8 of Revenue Procedure 2014-11.

## **Pending Reinstatement Applications and Previously Granted Applications**

The reinstatement processes above apply to pending reinstatement applications to the extent they benefit an organization's ability to be retroactively reinstated.

For organizations that have been previously reinstated from the post-mark date but would have satisfied the streamlined retroactive reinstatement process requirements, they will be retroactively reinstated with no further action. They should keep their reinstatement determination letters and a copy of Revenue Procedure 2014-11.

For organizations that have been previously reinstated from the post-mark date but would have satisfied either the retroactive reinstatement within 15 months process requirements or the retroactive reinstatement after 15 months process requirements, they may reapply under Revenue Procedure 2014-11 on or before May 2, 2014. See Section 10 of Revenue Procedure 2014-11 for details.

## **Avoid Being Automatically Revoked Again – File Annual Returns**

An organization can be automatically revoked again if it fails to file required returns for three consecutive years beginning with the year in which the IRS approves the application for reinstatement. Organizations seeking reinstatement of tax-exempt status after a subsequent revocation are not eligible to use the Streamlined Retroactive Reinstatement Process.

## **Related Material**

- [How to Apply to be Tax Exempt](#)
- [Annual Reporting and Filing](#)
- Online course- [Applying for Section 501\(c\)\(3\) Status - An Overview](#) (37 minutes)

[Notice 2011-44](#), Application for Reinstatement and Retroactive Reinstatement for Reasonable Cause under Internal Revenue Code § 6033(j), is modified and superseded.

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## **Division Financial**

The Mideast Division presently has a balance of \$1,174.45 ending 30 Sept 2015

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## **Pending Calendar**

[2016 Midwinter National Staff Conference](#) will be March 3-5, 2016 at the Marriott Fairview Park, 3111 Fairview Park Drive, Falls Church, VA 22042. Phone : 703-849-9400, rooms: \$103.00 per night . All deadlines are 8 February 2016.

[2016 Department of Delaware Convention](#) and election of officers will take place on Saturday 30 April 2016. 10:00 to 14:00. Heritage Shores Country Club, 1 Heritage Shore Lane, Bridgeville, DE. Note to all - The Club is located on US 13 near the intersection of DE Rt. 404 and US 13. 1 hour north of Ocean City and 40 minutes south of Dover, DE.

[2016 Department of Maryland Department Convention](#) will be April 28-30, 2016 at the Princess Royale Oceanfront Hotel & Conference Center, 9100 Coastal Highway, Ocean City, Maryland 21842-2745. 1-800-4 ROYALE, (1-410-524-7777) Ocean-view/Pool-view. Ocean Front: Includes free continental breakfast.

2016 Department of West Virginia Convention will be May 6-8, 2016 in Wheeling, WV. Jones, Wolin & O'Brien Detachment 771 will be the host detachment. Further details are pending.

2016 Mideast Division Conference will be June 24-26, 2016 at the Wilmington- Christina Hilton, 100 Continental Drive, Newark DE 19713. Telephone; 302 781 7049. It is conveniently located off I-95 exit 4B. Room rate is \$124.99 a night and includes full breakfast buffet. Banquet is \$34.00.

2016 MCL National Convention will be August 7-13, 2016 at the Hyatt Regency, 100 East 2nd St, Tulsa, Oklahoma. Tele: 918-234-1234, contact reservations: 1-888-591-1234. after August 17, 2015. room rate: \$91.00 plus tax for total \$103.30. Free Wi-Fi, Pets allowed, Breakfast available ( Self parking , There is no RV parking and Good Sam's RV park is about 7 miles.

2017 MCL National Convention will be August 2017 at the Sheraton Overland Park at the Convention Center, 6100 College Boulevard, Overland Park, KS, 66211. Book By Phone: 1-800-628-8491 Room rate: \$115.00 with 18% tax, free parking, free breakfast and free Wi-Fi.

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**240th Birthday USMC ----- 10 Nov 1775 - 10 Nov 2015**

The 240h USMC birthday is just around the corner and steps should be taken to inform your members and any Marine in your area of what you have planned to celebrate this event. Invite any Gold Star family members and widows of Marines. Let's never forget our widows and Gold Star families. Visit any nursing homes in your area and extend a birthday to all Marines. Happy Birthday Marines!!!!!!!!!!!!1

Semper Fidelis,

Mike McLain  
NVC  
Mideast Division