



**DEPARTMENT OF FLORIDA
MARINE CORPS LEAGUE, INC.**



SOP 23-01-ma

20 Oct 2023

From: Department of Florida, Board of Trustees

To: **DISTRIBUTION LIST**

**SUBJECT: STANDARD OPERATING PROCEDURES (SOP) FOR DISTRICT VICE
COMMANDANTS**

Ref: (a) Current Edition of the National Bylaws

(b) Current Edition of the National Admin Procedures

(c) Current Edition of the Department of Florida Bylaws & Admin Procedures

Encl: (1) Current Edition of the Expense Voucher

(2) Trip Report

(3) Quarterly Report. (Qtr. 1- July, Aug, Sept, etc.)

(*) Fillable Forms should be filled out and downloaded from mcl dof.org.

1. **PURPOSE:** To promulgate current policies and regulations regarding the responsibilities of a District vice Commandant (DVC) in the performance of his or her duties utilizing references (a), (b), and (c).

2. **REQUIREMENTS TO HOLD OFFICE:** Regular members of the MCL in good standing and reside within the district they will serve. District Vice Commandants should complete the Department's Professional Development Program Course within eight (8) months following election into office.

3. **CHAIN OF COMMAND:**

- a. The chain of command within the Department for informational purposes: Detachment Commandants will contact their District Vice Commandant; the District Vice shall then relay the information to the Department Commandant. District Vice Commandants are an integral part of the chain of information regarding the continuance of existing Detachments and the Chartering of new Detachments.
- b. Let's work hard to keep our problems at the Detachment Level. District Vice Commandants, after consultation with the Department Commandant, must try to get the parties involved with a problem to mediate. If mediation does not work, take it to the Department Judge Advocate. Follow the procedures outlined in Chapter 9, section 900 of the National Administrative Procedures. Remember that neither detachments nor District Vices have the authority to adjudicate any disciplinary matter.

4. **VACANCIES:**

- a. In addition to removal for cause, resignation, incapacitation or death, a vacancy may occur through failure to attend two (2) consecutive meetings called by the Department Commandant (unless excused for good cause). District Vice Commandants are required to attend each Department Conference and Convention and other special meetings as may be convened.
- b. In the event of a vacancy, the Department Commandant, with the advice and consent of the Board of Trustees, will appoint a regular member in good standing to serve for the remainder of the term of office.

5. **ACTION:**

- a. **Duties and Responsibilities of the District Vice Commandant:** Now that you are a District Vice Commandant, this SOP should help answer most of the questions you may have. Much of this SOP is taken from the Department of Florida By-Laws and includes some suggestions to make your job a little easier.
 - 1) Shall monitor each Detachments compliance with required Federal, State and Department document submissions. This includes 990s (<https://apps.irs.gov/app/eos/>), Sunbiz registration (<https://search.Sunbiz.org>) and ROIs. Report the status of each to the Department Senior Vice Commandant.
 - 2) Shall be responsible for assisting the Department Commandant and Board of Trustees in supporting and assisting the Detachments within their Districts.
 - 3) Shall promote effective communications up and down the chain-of-command. Will delete the instruction portion when forwarding messages from the Department and insert your own appropriate message.
 - 4) Shall copy the Department Commandant, Sr. Vice Commandant and Adjutant when forwarding messages and instruct the Detachment Commandants to copy the District Vice Commandant when forwarding messages to their respective members.
 - 5) Shall keep their District webpage, located on the Department's web site, updated with current information affecting their District. Photos and articles can be submitted to the Department Commandant and Department Webmaster. The Department Commandant shall review the submission and if approved, instruct the Webmaster to post on that District's webpage. The District Vice Commandant is the liaison for the Department Commandant.
 - 6) Shall be knowledgeable about recruiting programs for Detachments and how to establish new Detachments within their Districts.
 - 7) Shall be knowledgeable of Marine Corps League awards to discuss and encourage recognition of deserving members.

- 8) Shall obtain a quarterly copy of the National roster for each Detachment within the District and utilize the roster for monitoring delinquencies. The District Vice Commandant will assist the Detachment in implementing and developing programs to reduce delinquencies and to promote the completion of PLM audits.
 - 9) Shall visit, at least quarterly, each Detachment in his/her District. It is recommended that the District Vice Commandant notify the Detachment Commandant a day or so in advance of the intended visit and request time on the agenda as may be needed to present information to the membership. The purpose of the visit shall be to pass on information from the Department Commandant, Conference or Convention, to answer questions members may have and to assist the Detachment in recruitment programs. It is recommended you fill out a trip report utilizing enclosure (2) to document your visit.
 - 10) Shall arrange for at least one (1) Annual District Meeting with the officers from each Detachment in the District and encourage them to invite their members to attend. (District Meetings are very productive, they afford Detachments the opportunity to learn about each other and solve problems by exchanging experiences with similar problems). Plan your meeting and inform the Department Sr. Vice Commandant as to the time and location so that the Department Staff may attend to pass current information directly to your Detachment Commandants and assist in answering questions that may arise. Don't plan District meetings on the same weekend as Department Functions.
- b. **Budget/Expense:** District Vice Commandants will receive an annual budget. This budget will be used to help offset District travel expenses and lodging to attend the Fall and Spring Conferences and the Annual Convention. Submit your expense voucher utilizing enclosure (1) to the Department Paymaster within 45 days with all appropriate paperwork to verify the claim so that Department records will be in compliance with IRS regulations.
 - c. **Quarterly Reports:** Quarterly reports shall be in writing to the Department, reporting on matters pertaining to their District. Reports will be due on or before 15 October, 15 January, 15 April and prior to the Department Convention. Reports shall include the good and the problems that Detachments in your District have encountered during the quarter. The Report shall include any information requested by the Department Commandant about your District. Reports should be forwarded to the Department Commandant and Department Adjutant via E-mail utilizing enclosure (3).

6. **RECOMMENDATIONS:**

- a. Newly elected District Vice Commandants shall introduce yourselves to the Detachment Commandants in your District by calling or visiting them.
- b. Re-elected District Vice Commandants shall introduce yourselves to the newly elected Detachment Commandants in your District. If you have not already done so, call or visit them.

- c. When visiting Detachments, you are representing the Department Commandant, your appearance and actions reflect upon the Department, therefore, you should set the example by being in the proper uniform. You are to wear the Undress Blues or the Red Blazer causal uniform. Remember, the members are looking at you as a representative of the Department; what you say, do and how you look reflects greatly upon the Department. The District Vice Commandants shall relay all messages from the Department Commandant to your Detachments.

7. **DEPARTMENT OF FLORIDA DIRECTIVES:**

- 10-1: Registration at Department Conference and Conventions
- 12-1: Communications from Department to District Vice Commandants to Detachments
- 14-1: Marine Corps League Political Involvement
- 14-2: Uniform of the Day for Detachment Commandants at Department Conference and Convention
- 14-3: Past Department Commandant's Uniform for Conference/Convention
- 15-1: Detachment Commandant of the Year
- 15-2: Department Officers Quarterly Reports
- 17-1: Prescribed Uniform for Department Officers at Business Meetings
- 17-2: Conduct While Attending Conferences and Conventions
- 20-1: Uniform Policy

8. **CERTIFICATION:** Reviewed and approved by the board of trustees 12 Oct 2023.

MIKE ARMSTRONG
Commandant
Department of Florida

DISTRIBUTION LIST:

Copy to: Commandant
Sr. Vice Commandant
Jr. Vice Commandant
Judge Advocate
Jr. Past Commandant
Each District Vice Commandant
DOF Paymaster

Enclosure 1



**Marine Corps League
Department of Florida, Inc.
Reimbursement Voucher**



Date _____

Name of person requesting payment: _____

Office: (Sr. Vice Cmdt etc.) _____

		Opening Bal:
EXPENSE ITEM	Explanation	Totals
**Travel (mileage @ \$.25 per/mile):		
* Lodging		
Postage		
Telephone		
Supplies		
Copy Service		
Other		
TOTAL		

Voucher

** Travel reimbursement requests must be accompanied by: Date and destination of travel. If additional space is needed, attach a separate page to this voucher.

Check # and Date _____

Remaining _____

I certify that the expenses shown are proper and in the official duties of my office in the Department of Florida, Marine Corps League.

Signature (Requesting Officer)

Instructions:

Scan all forms and receipts. Send signed files to the Department Commandant (cc: Department Paymaster) for approval and processing.

Paymaster will assign a budget line, prepare and mail reimbursement check. Please attach All requests for reimbursement should be submitted within forty-five (45) days of incurring expenses.



MCL DOF DVC
TRIP REPORT
DISTRICT #

TRIP REPORT|

ADDRESS|

POC|

PHONE #|

PURPOSE|

DATE

START TIME|

END TIME|

MILEAGE|

SUMMARY OF VISIT|

NAME|

SIGNATURE|

DATE|



**DEPARTMENT OF FLORIDA
MARINE CORPS LEAGUE, INC.**



Date: _____

From: ____ District Vice Commandant
To: Commandant, Department of Florida

SUBJ: DVC QUARTERLY REPORT FOR THE PERIOD _____

Ref: (a) DOF SOP Policy _____

1. The following DVC report is submitted as required by reference (a).
2. **Detachment Visits:** (list what detachments were visited, dates, times, and general comments, in addition list any positives or issues that need to be addressed)
 - a. MCL Det., #_____.
3. **District Vice Detachment Training Session:** (list date, time, location, and general comments on what training was provided. If no training was conducted this period just indicate none.)

4. **Detachment Compliance** : Is the Detachment currently compliant?

Detachment #	IRS 990	SUNBIZ	Current ROI
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a.

5. **Comments:** Briefly explain the visit or training session.

6. **Recommendations/Assistance:** List any recommendation/action taken and if any assistance is needed by a member of the Board of Trustees.

Signature: _____