



Guidelines Notes for Detachment Paymasters

IMPORTANT NOTE: Do not send a transmittal directly to National. **ALL TRANSMITTALS ARE REQUIRED TO GO THROUGH THE DEPARTMENT.** They will be returned to Detachment if they do not go through Department.

1. REINSTATEMENT/RENEWALS OF DELINQUENT MEMBERS

- a. Annual Memberships are valid from September 1 of the current year to August 31 of the next year.
- b. Delinquent members are considered **“Not in Good Standing”** and show on roster with **“N”** under **“Paid”** column.
 - Delinquent members **cannot** be transferred until made current in the original Detachment.
 - Delinquent members **cannot** vote on Detachment business.
 - Delinquent members **cannot** vote on Department business.
 - Delinquent members **cannot** be counted in Voting strength of Detachment for National Convention
 - Delinquent members **cannot** be installed in a position in Detachment or Department or National.
 - *****Dual members who are delinquent in one Detachment will be considered delinquent in all Detachments.***
- c. Delinquent members will be held in a Delinquent status on the National Data Base for 1 year. If showing on roster after end of year, submit a **“Drop Request”** on transmittal.
- d. Dropped Members may be Reinstated (RI) by using the **RI code** on transmittal and sent to National through Department with payment of one (1) year dues.
 - A Membership Application or ****Statement** from the Detachment Commandant (see (AP7-7a, b, c) for complete information) is required to be sent along with ALL RI transmittals.
 - ****Statement** must Verify Member understands original enrollment date will be deleted
 - Verify Member has not committed a felony during delinquency period.
 - Verify Member does not have a pending Chapter 9 case or is currently suspended or expelled from the Marine Corps League.

- Reinstated members **will** retain their original Member Number
- Reinstated members **will not** keep original “Member Since” date.
- Reinstated members **will not** receive a new member pin.
- Reinstatement **cannot** be processed without an application.
- Reinstatement **cannot** be processed for members less than 1-year delinquent
- If a Dropped/Delinquent member chooses, he can Renew (R) instead of Reinstatement (RI) but the member must pay all back dues to keep original “Member Since” date. All members will keep their original member number. Submit a transmittal with payment for all back dues.

2. TRANSFERS OF MEMBERS

- a. When a member wants to move membership to another Detachment, the Member can only Transfer if they are in “Good Standing” (dues paid) in current Losing Detachment, and they provide you with a Transfer Form completed and signed by Member and Losing Detachment
 - With proper documentation, submit transmittal with the Transfer (**T**) code on transmittal along with the completed Transfer form with all signatures. The Gaining Detachment will determine if the member is accepted and complete Gaining Detachment information with signature on the Transfer form.
 - Members **cannot** be transferred if they are delinquent in losing Detachment.
 - Members **cannot** be transferred if they do not provide you with a Transfer form signed by their losing Detachment and signed by member.
- b. Gaining Detachment
 - **Do not** process a renewal payment for a delinquent member.
 - **Do not** accept payment for renewal of member paying to losing Detachment. If a member is delinquent, they must pay dues to losing Detachment to bring them current.
 - Gaining Detachment **cannot** pay dues to bring member current.
 - **Do** submit a transmittal with the required Transfer form.
- c. Losing Detachment
 - **Do** ensure member is current and in Good Standing
 - **Do** sign transfer form.
 - **Do** provide a copy to member for Gaining Detachment
 - **Do not** submit a transmittal to transfer a member to another Detachment. This must be done by Gaining Detachment
- d. If you need assistance with contact information for the losing Detachment, gaining Detachment, or getting cooperation in completing transmittals or transfer forms contact the Department Paymaster for assistance.

3. NOTICE OF DEATH (NOD)

- a. The Detachment Chaplain should complete a Notice of Death (NOD) form and send to the Department Paymaster (retain a copy for your records)
- b. Department Paymaster will send a copy of NOD to Department Chaplain, National Headquarters, and the National Chaplain
- c. Detachment Chaplains can email NOD to Department Paymaster.
 - But if you put the NOD on a transmittal, they must be attached to transmittals and sent to Department Paymaster to be sent to National. (All transmittals go through Department Paymaster)
- d. Notice of Death (NOD) can be submitted with NOD code on a transmittal, but the form is required to process, so ensure NOD Form is attached to the transmittal.

4. PAID LIFE MEMBER (PLM) AUDIT

- a. When you receive a PLM audit with June Roster verify the information, and if you have any deceased members on the audit, please submit a NOD form to Department Paymaster when you submit Certified PLM Audit
- b. Audits must be signed and dated by the Detachment Commandant and Paymaster
- c. Life members do not become eligible for interest payout until the second anniversary of their Life Join date.
- d. Deceased members are not eligible for payout of PLM interest money from the day they are marked deceased.
- e. Detachment will not receive a PLM payout if you do not return PLM audit to the Department Paymaster by **October 1** of the current year.
- f. To receive PLM payout, Detachment checking account must be kept current with Department Paymaster.

5. MEMBER CARDS & GOLD LIFE PLATES

- a. Members will not receive a new plastic card from National each year.
- b. New plastic cards will be sent to **New Members** with no expiration date. Cards will be sent after Transmittal is processed by National and sent to Detachment Paymaster along with Membership Pin for distribution.
- c. Members **will** receive a **new plastic card** when **Transferred (T)**
- d. Members **will** receive a **new plastic card and Gold Plate** when paying for **Life (L) membership.**
- e. Current Life Members should go online to order a plastic card or a replacement Gold Life Plate
- f. Gold Plates take up to 12 weeks, National will send them to paymaster when they are received.

- g. Members **will** receive a **new card** when joining another Detachment as a **New Dual (D)** member.
- h. **Any other card will have to be purchased online at Marine Corps League (etransfer.com) or on a transmittal with payment attached. (Reinstatement, lost or damaged card etc.)**
- i. Contact Department Paymaster and provide check number and transmittal number if you have not received the plastic member card shortly after you receive your copy of the completed transmittal with new member, transferred member, new dual member, or new life member via email.

6. NEW MEMBER TRANSMITTALS

- a. Attach a copy of the signed member application with transmittal under New (N) code and send it to Department Paymaster. National cannot process a new member without a new member application. The transmittal will be sent back to Detachment by Department if received without signed application.
- b. DD214 is not to be sent with transmittals. National, nor the Department need a copy. The Detachment is responsible for confirming this documentation.
- c. New members joining between March 1 and June 30 pay partial due of \$15.00, and their expiration date will be September 1 of the same year. New members paying full dues during this time will also receive an expiration date of September 1 of the same year. If \$25.00 is paid, National will place a partial dues payment of \$10.00 on the following year.

7. TRANSMITTAL COPIES

- a. A copy of each transmittal should be retained at Detachment and Department.
- b. Only one copy of a transmittal is needed at National. They will scan and return via email.
- c. Send the transmittal to Department Paymaster, along with a single check which includes both the Department dues and National dues.
- d. Transmittal may be submitted by email to Department Paymaster, with a check mailed immediately. Transmittals should be sent to Ronnie Broussard at MCL-Acadiana@outlook.com.
- e. National dues are indicated on the transmittal form.
- f. Department dues are \$10 for each year for new members and member renewal.
- g. If a member wishes to become a Paid Life Member, their dues must be current. If not, the members must pay their annual dues first, then they can pay their Life Member dues.
- h. If the member is current with their annual dues, you may submit the Life Member dues only. No additional fees are required for the Department.

8. MEMBERSHIP PAYMENT DISPUTES

- a. If you do not agree that a member is delinquent, send the following information to Department Paymaster
 - Complete name and member number of delinquent member
 - Provide check number and check status i.e., cleared or not.
 - Provide a copy of the original transmittal.
- b. Send this information to the Department Paymaster for resolution.

9. REPORTING PROBLEMS

- a. Detachments are not to contact National to report problems. Phone calls to National slow the processing of transmittals and slow the resolution of problems.
- b. To report a problem, forward the following information to the Department Paymaster:
 - Member full name as listed on roster and member number.
 - Give a statement of the problem.
 - Provide back information with a copy of transmittal in reference.
 - Provide a check number and cleared status, if pertinent