

Brazos Valley Detachment #1391

Administrative Procedures

ENCLOSURE (A) – DETACHMENT NEW MEMBER ONBOARDING

PURPOSE: Provide welcoming environment for new members through sponsorship and information sharing.

RESPONSIBLE PARTIES: Commandant; Junior Vice Commandant; Sergeant-at-Arms; Paymaster

EXECUTION:

Application – Each prospective member must complete an application in full, including contact information, social security number, and signature for appropriate oath on the back of the application.

- Prospective members that are not Marines, FMF Corpsmen, and FMF Chaplains may be joined as associate members.
- **DD-214** – Each prospect applying for regular membership must present a valid DD-214 for Detachment officer review.
 - The DD-214 will be returned immediately.
 - Contact the [National Archives Personnel Records](#) in the event records are lost.
 - Recommend service member records their DD-214 with County Clerk for safekeeping.
- **Dues** – Membership dues (\$35.00) must be submitted with each application.
 - Membership renewal dues are submitted annually in September.
 - New members joining in other months of the year may be eligible for pro-rated dues.
 - Life Membership is not available until after a member has been in good standing with the League for one full year.

Application Submission – Prospective members will present application and dues at a regular meeting before regular business discussions.

- At the direction of the Detachment Commandant and Sergeant-at-Arms, prospective member(s) will introduce themselves and their experience in or relationship to the Marine Corps.
- Afterwards, the Sergeant-at-Arms will escort the prospective member(s) out of the meeting room so regular members may deliberate and vote on the prospect's potential membership.
- Once voting is complete...
 - the Sergeant-at-Arms will invite prospective member(s) back into the meeting room for the results
 - if the vote is favorable,
 - the Commandant will administer the MCL oath ceremony,
 - the new member's application and dues payment will be given to the Paymaster

Processing New Members – The Paymaster will complete and submit Membership Dues Transmittals to add new members to the Detachment.

- Detachment Paymaster should refer to Department Administrative Procedures Enclosure (6) for completing a Membership Transmittal for adding new members.
 - The Membership Transmittal form may also be used to update information for current members or to transfer members from one Detachment to another – in conjunction with the Request to Transfer form
 - Both forms and the Department Administrative Procedures may be found on the [Department of Texas home page](#) under “RESOURCES.”
- Report new members to Junior Vice Commandant for addition to monthly activity report.

Sponsor – The Detachment should assign a sponsor to guide the new member through Detachment orientation:

- Member introductions,
- Detachment history and protocols,
- Communication methods,
- Detachment event calendar,
- and any additional information or resources to welcome new members to the Detachment – including guidance and details for obtaining basic uniform items.

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Marine Corps League Uniform

- Ownership of any uniform is not required as a condition of membership in the Detachment.
- The minimum uniform item worn by members to be considered “In Uniform” is the cover – which is why the cover is worn indoors.
 - The red cover (hat) with the Gold EGA cost is about \$40. These two items plus other MCL items can be found at “[The Marine Corps League Store](#)” online.
 - Other optional but limited Marine Corps League uniform items may be found at the [The Marine Shop](#) at the Marine Corps Association & Foundation.
- The stitching for the cover can be done by “And Sew On” – which is located at 719 Texas Ave, College Station TX 77840 [PHONE: 979-695-8100].
 - The stitching should state the following:
BRAZOS VALLEY MARINE CORPS LEAGUE
BRYAN/COLLEGE STATION, TEXAS
 - No patches or pins may be worn on the cover with the exception of officer position patches, Life member patches, or Order of the Devil Dog.
- Red Detachment polo or shirts can be purchased from M&M Apparel located at 1810 Welsh Avenue College Station TX 77845 [PHONE: 979-764-0806].
 - Just be aware that the cost of these shirts can vary.
 - M&M will also embroider the Detachment MCL Logo for you – including a name/nickname on the bottom of the right sleeve.
- Detachment name tags can be purchased from Awards & More, (3518 South Texas Avenue, Bryan TX 77802 - located next to Aarons Rental [PHONE: 979-696-3886].
 - They have the name tags hanging on the wall, all you have to do is point at it and they’ll know what to do.
 - The cost runs around \$7 for each tag.
 - It takes about a week or so for them to complete your order.
 - NOTE: If you are a Detachment Charter Member, be sure to indicate so on your order.
- Red MCL blazers are needed for formal events. Discuss with Detachment leadership for purchase options.