



# Detachment Officer Orientation

Understanding the Duties  
of the  
Detachment  
Sr.Vice Commandant

# • Detachment Sr. Vice Commandant



## Sr. Vice Commandant

- Responsible to the Commandant
- Assumes the commandants position when the detachment commandant is absent
- Submits the monthly activity report
- Reports all detachment activities during the Officers report
- Becomes familiar with the detachment meeting guidelines
- Becomes familiar with the detachment By-laws and operational procedures
- Is responsible for all the detachment committees
- Prepares him/herself to become the next detachment Commandant
- Works with the Commandant and the Paymaster in establishing the Annual operating budget.
- Performs all other detachment duties as required



# Activity Report



## Activity report

- The Activity report is a monthly report that is submitted to the department Sr. Vice Commandant.
- The report establishes all the activities of the detachment.
- The report is used to identify the most active detachment for an annual recognition at the state convention

# Detachment Awards



- The Sr. Vice Commandant is responsible for the recognition of all members that have gone above and beyond the detachment membership and activities.
- All officers that have completed a year as an elected officers must be recognized for their service.
- The Annual Detachment Marine of the year must be submitted to the marine of the year Committee.
- The recommended awards must be submitted to the detachment Commandant for his review and approval.

# Award Samples



- **The following awards must be considered for the detachment members that have chaired a committee and all those that were part of an event that benefitted the detachment**
- **Detachment Commandant Medal (Commandant John A. Lejeune)**  
Medal-Bronze  
Ribbon-Maroon and Dark blue stripes  
To be worn by present and past elected Detachment Commandant.
- **Detachment Staff Medal (Elected)**  
Medal-Silver  
Ribbon-Blue, White, Red, White, Blue  
To be worn by present and past elected Detachment Officers.
- **Detachment Staff Medal (Appointed)**  
Medal-Bronze  
Ribbon-White, Blue, White  
To be worn by present and past appointed Detachment Officers.
- **Detachment Recruiter Medal-Bronze**  
Medal-Bronze  
Ribbon-Gold, Green, Gold  
**Awarded By:** Detachment Commandant  
Awarded to Detachment Recruiter(s) of the Year

# Award Samples



- **The following awards must be considered for the detachment members that have chaired a committee and all those that were part of an event that benefitted the detachment**
- **Marine Corps League Medal (Membership)**  
Medal-Marine Corps emblem on gold sunburst  
Ribbon-Blue, khaki, olive stripes flanked by gold and pink  
To be worn by any regular Marine who has been a member of the Marine Corps League for five (5) continuous years and has not had membership revoked.
- **Distinguished Service Award (Certificate only)**  
This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.
- **Certificate of Appreciation**  
This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to Leaguers and non-League members.

# Award Samples

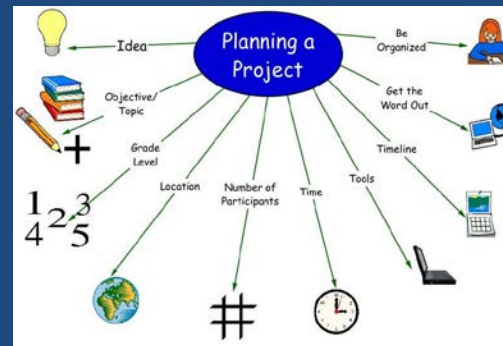


- **The following awards must be considered for the detachment members that have chaired a committee and all those that were part of an event that benefitted the detachment**
- **Certificate of Appreciation (For displaying the United States flag)**  
This award maybe presented by the National, Department, or Detachment Commandant.
- **Marine of the Year**  
This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.  
  
Letters of Nomination for National Marine of the Year shall originate only at detachment level
- **Detachment VAVS Award**  
Detachment VAVS Award recommendations should also be submitted to the National VAVS Representative to be received no later than July 1st prior to the National Convention, outlining the activities of the detachment VAVS program to include total hours volunteered and monetary donations to the VAVS program.

# Annual Staff Planning



- The Sr. Vice Commandant must:
  - Establish an monetary requirement to purchase or print all detachment Awards
  - Total Staff elected awards
  - Total Appointed awards
  - Total member awards
  - Marine of the Year award
  - Detachment Commandants Installation dinner cost







“Thank you for all you do”

Semper Fi