



# Department of New York Marine Corps League

Incorporated by Act of Congress

28 December 2010

TO: Department of New York Staff  
FROM: Scott VanGrol, Department Adjutant  
SUBJECT: 2011 Installation Reports

1. It's time once again to start the process of electing and installing detachment officers throughout the Department of New York and already there are "issues" and "shortcuts" being taken. Remember Marines that this office utilizes the installation report form to manage and update it's mailing and reporting databases.
2. Installations reports are to be sent to the Department Adjutant and **NOT** to the Paymaster.
3. Article Five, Section 530 of the National Bylaws states the following:
  - a. Elections are held 1 October to 15 May.
  - b. Installations are held no later than the last day of the month subsequent to the election.
  - c. Installation Reports are to be forwarded within 15 days of installation.
  - d. Installation Reports are due at National not later than 30 June.

NOTE: In addition to the above, the Department Commandant has directed that detachments contact him as to time and place of an installation. This is so that the department can hopefully send an elected department officer to conduct the installation whenever possible.

4. I have received four installation reports to date and two of them were incomplete. Even if only **ONE** new officer is elected the form must be completed listing **ALL** the current detachments officers and their information. It's not up to this office to "assume" that last years officers are still in place.
5. The installation form does not have sufficient copies to give one to the Area Vice-Commandant. Detachments are urged to send a courtesy copy to the Area Vice for his or her records.
6. In closing I wish all the Marines in the Department of New York a safe, successful and prosperous New Year.

Semper Fidelis,

*Scott A. VanGrol*  
Department Adjutant

**"Once A Marine, Always A Marine"**