

ALABAMA MCL TAG PROGRAM
Department of Alabama Marine Corps League
Vetting Process

- PRINT / TYPE ALL INFORMATION – Use Additional Pages as Necessary

Eligibility: Marine FMF Corpsman FMF Chaplain Family Family Member Other

Status: Normal **Emergency/Time Sensitive**

Initiating Sponsor's Name: _____

Detachment / Organization Requesting: _____

Sponsor's Contact Information:

• Telephone #: _____ - _____ - _____ Ext: _____

• E-Mail Address: _____

Recipient's Name: _____

Recipient's Address: _____

• City: _____ State: _____ Zip Code: _____

• Telephone #: _____ - _____ - _____ Ext: _____

Recipient's E-Mail Address: _____

Current Situation: (detail description, attach photos if relevant – use separate typed or printed report)

Proposed Solution: (detail description – use separate typed or printed report)

Requested Amount: \$ _____ (Estimated dollars)

Date Needed: MM/DD/YYYY _____

Detachment Commandant's Signature: _____

• Telephone#: _____ - _____ - _____ Ext: _____

• E-Mail Address: _____

Committee Approval By: _____ **Date:** _____ **Amount:** \$ _____

WRITTEN PROPOSED ACTION PLAN must ensure compliance of the below listed areas. The complete Action plan must be typed or hand-written (legible) in a separate statement by the sponsor. All documentation to include the separate statement must be e-mailed as a .pdf document or mailed to the Committee Chairman. The following areas must be included in the Plan:

VETTING POLICY:

- Vetting is used to verify the actual need of the prospective recipient of financial aid prior to the distribution of funds.
- A complete vetting report must be turned in to the “Alabama MCL Tag Program” Committee Chair for all request. On a non-emergency, the committee will review and make a recommendation to approve or reject the request at the next scheduled Department of Alabama quarterly or annual report.
- In an emergency, the Alabama MCL Tag Program Chairman will forward the vetting report to all “Alabama MCL Tag Program” committee members for the approval. The Emergency Request can be approved by a “majority” vote of the Committee.
- During vetting process, sensitivity to perspective recipient’s situation will be maintained.

VETTING PROTOCOL:

- The sponsor will vet the prospective recipient on all requests.
- Emergency requests greater than \$4,000.00 will not be considered.
- The sponsor or vetting officers must submit a written report to the “Alabama MCL Tag Program” Committee Chairman when the funds have been disbursed.

VETTING REPORT. The Vetting Officers will verify and report the following intelligence in writing:

- Financial assistance eligible.
- Honorability Discharged from Marines or Navy (include proof if non-MCL member).
- Relationship with Marine Corps and/or MCL.
- Character, demeanor, and self-motivation of perspective recipient.
- Name, address, and contact information of perspective recipient is correct.
- The current situation (need) as stated by the perspective recipient is accurate and realistic:
- Perspective recipient’s resources:
 - Financial status (income sources and amounts)
 - Insurance status (Receiving settlement money from insurance company and amount)
 - Employment status (employed, name of employer)
 - Benefit status (VA, medical, retirement, SS, etc.)
 - Transportation status

ADDITIONALLY:

- As appropriate, provide photos to better illustrate and/or substantiate need.
- Identify and list axillary aid being provided and by whom (private, foundations, etc.).
- Potential conditions and/or circumstances of adverse influence (felon, DUI, Credit, abuse, etc.).
- Realistic action plan with time table (include options, if any).
- The financial assistance requested is realistic to address current need.
- Recommend amount of funds and distribution to be provided in support of need.
- Additional information and/or recommendations pertinent to support or reject request.
- Signature of vetting sponsor or vetting officers.
- Vetting Report submitted to the Department Commandant & “Alabama MCL Tag Program” Committee Chair.

FOR YOUNG MARINE UNITS & MARINE CORPS JUNIOR ROTC PROGRAMS IN ALABAMA:

- Once per fiscal budget year (1 July to 30 June), any Alabama YM Unit or Alabama Marine JrROTC Program may make a request for a financial grant up to \$1,000, from the Alabama MCL Tag Program (not retroactive if a year is missed) to enhance their program.
- The Request MUST be vetted and forwarded by the local Detachment only.
- The Request MUST include a specific action plan on what the funds will be spent on.
- An after-action report MUST be submitted for the previous grant to be considered for any future grants.
- The vetting process for YM Units and Marine Jr ROTC Programs must comply with all requirements as any other individual or groups requesting a grant.

NORMAL OR EMERGENCY REQUEST. Normal Request will be voted on at the next Department meeting (Quarterly or Annual.) Emergency Request will be processed as soon as possible by the Tag Committee,