



# COMMUNICATION INFORMATION

## DEPARTMENT OF PENNSYLVANIA

Revised 07/11/2023

DETACHMENTS SHOULD SEND DOCUMENTS  
TO THE DEPARTMENT P.O. BOX (at right)  
**EXCEPT WHERE NOTED BELOW**

Marine Corps League of PA, Inc.  
P.O. BOX 6687  
Harrisburg, PA 17112-0687

DOCUMENT	How many copies?	Additional Instructions Additional Recipients
<b>TRANSMITTALS</b>	<b>Original &amp; ONE (1) copy</b>	Attn: PAYMASTER
You should include <i>this information</i> in the DEPARTMENT section of your Transmittal: Paymaster name: <b>STEPHEN SMALLEY</b> // Phone <b>914-941-7413</b> // email: <a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>		
<b>DSCB 15-5110</b> Penna. Non-Profit Annual Report	<b>ONE (1) copy of <u>Accepted</u></b> filing. You may email to <a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>	Attn: PAYMASTER
<b>PLM Audit</b> due by 31 DECEMBER	<b>Original with signatures</b> see National Administrative Procedures Section 7055	Attn: PAYMASTER Department Sends to National HQ
<b>IRS 990 Confirmation</b>	<b>ONE (1) copy</b> Send the page that reads <u>Accepted</u> not Pending. email preferred to <a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>	Attn: PAYMASTER Department Sends to National HQ
<b>RIFLE INVENTORY</b>	<b>ONE (1) copy</b>	Attn: ARMORER <u>Copy of ONLINE inventory verification</u>
<b>Report of Installation</b> and Supplemental to report <u>any</u> changes	<b>ONE (1) copy with <u>original</u> signatures</b> no other copies are required or needed	<b>Snail mail <u>only</u></b> (#10 envelope 1 stamp) Attn: ADJUTANT
<b>NOTICE of DEATH</b> Also include on a transmittal to the Paymaster	<b>ONE (1) copy</b> <b>Email transmittal preferred</b> Chaplain James Schreiber <a href="mailto:willys1948@hotmail.com">willys1948@hotmail.com</a>	<b>Snail mail if necessary</b> Attn: CHAPLAIN
<b>Marine and Associate of the Year nominations</b>	<b>ONE (1) copy</b> See rules for submission in Department Administrative Procedures ENCLOSURES NINE and TEN	<b>Snail mail</b> Attn: Commandant <b>Hand deliver to:</b> Secretary, Marine of the Year Society no later than close of business Thursday of Convention. <b>e-mail</b> <a href="mailto:MOYSociety.PA@gmail.com">MOYSociety.PA@gmail.com</a>
<b>POSTINGS for Dept. FACEBOOK page</b>	<a href="https://www.facebook.com/MCLDEPTPA/">https://www.facebook.com/MCL DEPTPA/</a>	PAO John Taylor <a href="mailto:johntaylor713@hotmail.com">johntaylor713@hotmail.com</a>
<b>Update/Correction to Department WEBSITE</b> (Changes related to Detachment Officers, Meeting Place & Time <u>must</u> be submitted by way of a supplemental Report of Installation to the Department Adjutant)	<a href="http://www.pamcleague.com">www.pamcleague.com</a>	Commandant Diana Henry <a href="mailto:mclpa.department@gmail.com">mclpa.department@gmail.com</a>