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Zoom Training for Report of Installation

1 message

Commandant MCLPA <mclpa.department@gmail.com>

Wed, Jan 21, 2026 at 4:30 PM

To: Peggy Hodgden <pamcl.adjudant@outlook.com>, Jacob Bertin <paymaster.mclpa@gmail.com>, DEPTOFPA WEBSGT <mclpa.websgt@gmail.com>, Jeffrey Line <scorpionsbb3@aol.com>

Adjutant: Disseminate widely to include Adjutants as they are supposed to be the officers who make this document available before installation.

WebSgt and PAO: Please post this training opportunity on media platforms - all are invited, even anyone out of state. We are sharing Department.

Hello all,

It's that time of the year where we need to ensure our officers are properly installed and to also ensure we are completing the paperwork correctly for submission to the Department (then on to National).

There unfortunately have been many ROI forms that have come to the Department that either needed to be rejected completely, or they needed to be edited by the Department staff to ensure it was correct.

I would love to host a zoom meeting and you all are invited to attend wherein we will cover the Detachment Report of Officer Installation. This training will be from start to finish to include but not limited to:

- Where to find the up to date form?
- How to download the fillable .pdf file
- What is my Incorporation number, where is that found?
- Who can perform an installation?
- Who is authorized to sign?
- How do I perform an installation? (Ritual Book)
- And so much more.

Please ensure all of your Detachment staff makes time to join this zoom training. If no elected or appointed officer can attend, please make time to contact the Department staff to ask questions.

If you do not complete your forms correctly, National has asked we reject at the Department level so that they don't have to reject at their level. That could take more time. We are hoping to correct mistakes sooner than later to ensure your Detachment stays compliant with the Bylaws and Administrative Procedures.

I look forward to seeing you all and welcome anyone wanting to learn.

Tuesday January 27th @ 1800

Meeting ID: 835 5031 8553

Passcode: 2422353

Direct link (copy and paste to a new browser):

<https://us06web.zoom.us/j/83550318553?pwd=9A1ngGmxnuk1Ef3L5boVN4c2lpTP9q.1>

Semper Fi,

G. Victoria McCoy
Commandant
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