

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 _____

Proposed Action Plan and Expenditure Time Table: (detail description)

Case Manager's Name: _____

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

• E-Mail Address: _____

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

Terms & Conditions of Distribution of Funds:

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 sponsor or 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.