



MARINE CORPS

ASSOCIATION & FOUNDATION

EST 1913

“Dare to belong to your Professional Association, don’t let another Marine carry your weight. Join Now!” LtGen Mark Faulkner...President & CEO MCAF

COMMANDER’S FORUM PROGRAM

Thank you for your interest in the Commander’s Forum Program. Support and funding are based upon the type of PME you are planning. The PME must hold an operational, cultural, or historical significance, and be a battlefield study or other venue that helps Marines understand military history and apply the lessons to today’s Marine Corps operations. These PME’s can encompass experiences worldwide. Though valuable in their own right, visits to sites in the national capital region, such as the NMMC, White House, Capitol building, area museums, and monuments are not supported by this program. For approved PME’s, Marines should dress and conduct themselves in a professional manner at all times, so as to not reflect a high school field trip.

Submission Instructions:

Email form to:

Kevin Bennett, SgtMaj USMC (Ret) k.bennett@mca-marines.org 703-640-0132
and Mrs. Beth Murphy, b.murphy@mca-marines.org 703-640-0144

A Minimum of 6 weeks is required for processing. All approvals must be in place BEFORE PME is executed. Reimbursement will not be authorized. **NO EXCEPTIONS:**

PLEASE NOTE: These funds, when offered, constitute an unconditional gift and require the Commanding Officer (under \$1500) or Commanding General (over \$1500) holding Special Court Martial Authority, to accept the offer under the authority of Chapter 12, paragraph 12003.2 of MCO P5800.16A (Legal Admin Manual). **A letter of gift acceptance is required no later than 2 weeks prior to date of PME.**

COMPLETE ALL FIELDS, BELOW: (this information is needed for future contact as well as any correspondence regarding your current request :)

COMPLETE NAME OF UNIT/COMPANY: _____

UNIT/COMPANY ADDRESS:

City _____ State/Country _____ Zip _____





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IF THIS IS FOR AN OVERSEAS UNIT, PLEASE INDICATE CITY AND COUNTRY

UNIT POINT OF CONTACT (POC): _____

POC Phone _____ POC Email _____

IS THE POC A MEMBER OF MCA&F? Yes No

OIC Attending PME: _____

IS THE OIC A MEMBER OF MCA&F ? YES NO

OIC Phone _____ OIC Email _____

PROPOSED DATE(s) OF PME: _____

LOCATION of PME: _____

OF MARINES ATTENDING PME: _____

BN/SQUADRON COMMANDING OFFICER: _____

BN/SQUADRON COMMANDING OFFICER ADDRESS:

City _____ State/Country _____ Zip _____

IS THE BN/SQUADRON COMMANDER A MEMBER OF MCA&F? Yes No

Complete Description of Program (The PME must hold a significant military educational benefit to all Marines in attendance. Please include all elements of the PME.)





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How will the funds be spent? (Provide an itemized, detailed accounting, for the amount of funds you are requesting. We cannot fund items that are governmental in nature. We cannot issue funding directly to the unit. We do not provide funding for fuel expenses and cannot reimburse individual Marines)

Prior to or shortly after the date of the PME, **please contact your area representative for an MCAF brief. A brief summary of action will be required by the OIC attending.** You may be contacted by our writing staff, they will be requesting information regarding the PME and how it impacted the Marines in attendance. We would also be appreciative of any professional looking photos available to share.

MARINE CORPS
Gazette
Professional Journal of U.S. Marines

Leatherneck
MAGAZINE OF THE MARINES

 **The MARINE Shop**
Serving Marines Around the World
Operated by the Marine Corps Association