



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

COMMANDERS’ PROFESSIONAL LIBRARY PROGRAM

Thank you for your interest in developing a professional library. Once your completed form is received by MCAF, you will receive correspondence which specifies the amount of support, current book list with pricing and further instructions. **These funds, when offered, constitute an unconditional gift and require the Commanding Officer or Commanding General to accept the offer under the authority of Chapter 12, paragraph 12003.2 of MCO P5800.16A (Legal Admin Manual).**

The Marine Corps Association Foundation requires the following information to begin processing:
Please e-mail this form to SgtMaj Kevin Bennett, USMC (Ret) at k.bennett@mca-marines.org 703-640-0132 and Mrs Beth Murphy, b.murphy@mca-marines.org 703-640-0144

UNIT POINT OF CONTACT: _____
IS THE UNIT POC A MEMBER OF MCA&F? ___ Yes ___ No
POC Phone _____ POC Email _____

COMPLETE NAME OF UNIT/COMPANY: _____
Address (**non-post office box/ Non PSC Box, if conus**): _____

City _____ State _____ Zip _____

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

MARINE STRENGTH IN UNIT (# of Marines, permanent personnel only) _____
Has unit received funding before? Yes No If yes, please describe funding events and amounts if possible?

BN/ SQUADRON COMMANDER: _____

BN/SQUADRON COMMANDER’S OFFICE ADDRESS (if different from unit address):

City _____ State _____ Zip _____

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





MARINE CORPS ASSOCIATION & FOUNDATION

EST 1913

Description of Usage:

Please describe the library check out procedures, where the books will be kept, and plans for how the books will be used for professional development.

NOTE: Once approval is given, units have 90 days to return the book selection order form. Orders received past 90 days will require a submission of a new request and new approval. Units are eligible to receive library support every 12 months. **A new form is required and must be submitted no earlier than 12 calendar months from the last date of approval.**

