

**Department of Florida
MARINE CORPS LEAGUE
DEPARTMENT OF FLORIDA**

Promulgated September 21, 2015

Directive 15-2

To: All Department Officers both Elected and Appointed.
From: The Commandant William G. Cona, Department of Florida
Subj: Directive 15-2

Departmental Quarterly Reports

Each Staff Officer of the Department of Florida shall submit a written Quarterly Report of actions; activities, significance, importance, and general interest within the staff member's area or operation and responsibility. The Report shall include any information requested and/or that information which is vital to the Department Commandant, and our members, about your area of responsibility. These reports are to be submitted to the Department Commandant and the Department Adjutant on/or before the dates as defined below and will be posted to the Department website for the benefit of all members.

Reports will be due on or before: the 1st of September, the 1st of December, the 1st of March, and the 1st of June prior to the Department Convention. It is preferred that the reports be submitted via E-mail, as an attachment, so that a copy may be posted on the Department website for all members to view. Said report may also be sent by U.S. Mail.

In addition to the quarterly reports some information may require immediate attention. These items of significance and/or importance (positive or negative) are to be communicated to the Department Commandant in a timely manner so that the appropriate response may be initiated. These reports may be initially communicated by voice but should be followed by a written report.

By Order of
William G. Cona
Commandant
Department of Florida