

WOUNDED WARRIOR REGIMENT LIAISON PROGRAM

MEMORANDUM OF UNDERSTANDING (MOU)

Between

UNITED STATES MARINE CORPS- WOUNDED WARRIOR REGIMENT

and

MARINE CORPS LEAGUE, INC.

This is an agreement between "*Party A*", hereinafter called Wounded Warrior Regiment (WWR) and "*Party B*", hereinafter called Marine Corps League, Inc. (MCL).

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the WWR Liaison Program (LP). The WWR-LP is intended to provide localized services and identification of needs for Marines and families returning to their communities. The assistance to Wounded, Ill and Injured (WII) Marines and families is designed to re-integrate veterans into mainstream society.

To support this goal, *Party A* and *Party B* will conduct outreach to eligible Marines and families as described in their respective Standard Operating Procedures Manual (SOP-M).

Both *Party A* and *Party B* should ensure that program activities are conducted in compliance with all applicable Federal, State, and local laws, rules, and regulations. Also, they should inform the Marines and families about the availability, eligibility requirements, applications procedures and benefits for program assistance.

Taking care of Marines has always been a command responsibility in which personal relationships matter. The WWR stresses at all levels that WII care is a relationship, not just an administrative process. Critical to the success of the Regiment's efforts is face-to-face contact with WII Marines and their families.

Veterans Service Organizations (VSOs) are important partners in serving the Marine veteran population and are dedicated to improving the lives of veterans. The WWR maintains relationships with these organizations partnering with them at both the strategic and tactical levels. VSOs offer

valuable assistance to the WWR in providing localized services and recognition veteran and family needs.

In particular, this MOU is intended to:

- Enhance the working relationships between *Party A* and *Party B* to include defined roles and responsibilities.
- Increase the level of cooperation between *Party A* and *Party B* in providing assistance to Active Duty/Reserve/Retired/Veteran Marines and their families.
- Reduce confusion in providing services to Marines and families by setting up clear guidance on methods to; identify need(s) of veterans; contact appropriate resource(s); and present suitable solution(s).
- Establish a method to coordinate the efforts of the WWR and the MCL to help Marines and families become successful in the community re-integration process.

II. BACKGROUND

WOUNDED WARRIOR REGIMENT

The United States Marine Corps Wounded Warrior Regiment maintains administrative and operational control of two Wounded Warrior Battalions located at Camp Pendleton, CA and Camp Lejeune, NC. These Battalions have Detachments located at Military Treatment Facilities and Department of Veterans Affairs (VA) Polytrauma Rehabilitation Centers. The span of the Regiment extends across 23 locations from Landstuhl, Germany to Okinawa, Japan and throughout the continental United States. The Regiment's nerve center is the Wounded Warrior Operations Center (WWOC) which serves as the central point of contact for all non-medical care management issues.

An integral part of the WWR support structure is the District Injured Support Cells (DISCs). DISCs are mobilized reserve Marines who are located throughout the country to conduct face-to-face visits and telephone outreach to WII Marines and their families who are recovering within their assigned region. For Marines who move to veteran status and require continued transition support, Recovery Care Coordinators (RCCs) will coordinate the transfer of their cases to the DISCs who have access to WWR support assets.

MARINE CORPS LEAGUE, INC.

The Marine Corps League, Inc. (MCL) is a Veterans Service Organizations (VSO). It is one of the primary resources that are available to injured Marines and their family members. This community based organization is made up of a National Headquarters, a National Board of Trustees, State Departments and within each State, local Detachments. Marine veterans make up the membership within the MCL. They offer a wide range of services to military veterans and families.

The Department of Veterans Affairs (DVA) recognizes the MCL organization for the purpose of preparation, presentation and prosecution of claims under laws administered by the Department of Veterans Affairs, as provided in Title 38, United States Code. These VSOs can assist the Marine and dependents in the filings of claims for Compensation, Health Care, Vocational Rehabilitation, and Education Benefits, and other DVA benefits for service-connected illness, injury or disease.

The MCL can offer assistance to the families, such as basic needs and services within the community, finding jobs for the veteran and spouse, mentoring, transportation to clinics, hospitals and veteran centers and other unmet needs. They have an auxiliary organization that can provide support and services to help spouses.

MOU GOAL:

Build a liaison program between the WWR DISCs and the MCL to provide a coordinated effort of providing help and assistance to Marines and their families.

III. PARTY A RESPONSIBILITIES UNDER THIS MOU

Party A shall undertake the following activities:

- Develop and maintain a roster of District Injured Support Cell (DISC) Marines. The list will include the DISC Name, Rank, Region of Responsibility, and contact information. Quarterly updates of the roster will be made to ensure continuity of the liaison effort. The DISCs will function as the Liaison Point of Contact for the designated MCL National Division Vice Commandants.
- Delivery of updated DISC rosters and material intended for the effective level of coordination will be made to *Party B* when available/changed/modified.
- Sharing of information between *Party A* and *Party B* will be ongoing. The importance of this requirement is to increase continuous levels of cooperation in providing assistance to Active Duty/Reserve/Retired/Veteran Marines and their families.

- Support for Marines and families under their care and responsibility.
- Provide clearly defined needs of Marines and families that can be transmitted directly to the MCL liaison Point of Contact (POC) for action. To ensure compliance with the Privacy Act of 1974, 5 USC 552a(b) as amended: DISCs will send a completed Veterans Service Organizations Contact Authority for Engagement with Wounded, Ill and Injured (WII) Marines/Sailors and their Families to the appropriate MCL Liaison POC (Attached Form WWR-LP1).
- Promote the need for interagency communication, interoperability, and cooperation.
- Refer requests for additional guidance and/or resources for the program to the WWR Veterans Service Organization (VSO) Program Coordinator.
- Review all appropriate actions to ensure compliance with guidance from the WWR and federal, state and local laws/regulations.
- Comply with the concept of limiting contact with the appropriate MCL liaison resource POC or alternate.
- Train the Region DISCs and RCCs in the responsibilities of the WWR-MCL Liaison Program.
- Maintain records of contact with the MCL-POC concerning requests for assistance and document results obtained assisting WII Marines and families.
- Evaluate results of the program on a quarterly basis and provide a report to the WWR – VSO Program Coordinator and National Executive Director.

IV. PARTY B RESPONSIBILITIES UNDER THIS MOU

Party B shall undertake the following activities:

- Develop and maintain a roster of National Division Vice Commandants. The list will include the NVC's Name, States of Responsibility, and contact information. Quarterly updates of the roster will be made to ensure continuity of the liaison effort. These will function as the MCL Liaison Point of Contact for WWR – DISCs seeking assistance for Marines and their families.
- Delivery of updated Division Vice Commandant rosters and material intended for the effective level of coordination will be made to *Party A* when available/changed/modified.
- Sharing of information between *Party A* and *Party B* will be ongoing. The importance of this requirement is to increase continuous levels of cooperation in

providing assistance to Active Duty/Reserve/Retired/Veteran Marines and their families.

- Support for Marines and families under their care and responsibility.
- Provide an after action report (AAR) to the WWR –DISC who initiated a request for assistance from a WII Marine and/or family in need.
- Promote the need for interagency communication, interoperability, and cooperation.
- Refer requests for additional guidance and/or resources to the MCL Program Coordinator/WWR Veterans Service Organization (VSO) Program Coordinator.
- Review all appropriate actions to ensure compliance with guidance from the MCL and federal, state and local laws/regulations.
- Comply with the concept of limiting MCL/WWR contact through the designated liaison.
- Train the MCL National Vice Commandants in the methods of taking requests for assistance from the WWR – DISCs and transmitting the information to the appropriate MCL Departments and Detachments for action using Form WWR-LP1 to ensure compliance with the Privacy Act.
- Maintain records of contact with the WWR – DISC concerning requests for assistance and document results obtained in helping WII Marines and families.
- Evaluate results of the program on a quarterly basis and provide a report to the MCL for transmittal to the WWR – VSO Program Coordinator.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND

BETWEEN THE PARTIES THAT:

1. Modification of this MOU will only take place after the WWR-VSO and/or Representative(s) and the Marine Corps League Representative(s) meet and gain consensus on proposed changes. It will then be the responsibility of the designated representatives to decide the best method of dissemination these changes to all affected personnel. In the event that a proposed change is agreed upon, a new signature page verifying the understanding of the changes may be required.

2. Termination of this Memorandum of Understanding (MOU) may be made by either party after a 30-day notification period.

VI. FUNDING

This MOU does not include reimbursement for any organization expenditures to carry out the duties and responsibilities of either party listed above.

VII. RECORD RETENTION

All records must be retained for three years from fiscal closure. This requirement applies to fiscal records, reports and client information. Supporting documentation may be kept at the subcontractor level, but must be available for review for three years from the date of quarterly claim submittal. All records on the MCL side will be maintained at MCL National Headquarters for the required three (3) year period. Any costs that cannot be substantiated by source documents will be disallowed as charges to the FSP.

VIII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of *Parties A* and *B* authorized officials. It shall be in force from date of signature of both parties until rescinded by mutual agreement.

Parties A and *B* indicate agreement with this MOU by their signatures.

Signatures and dates:

WOUNDED WARRIOR REGIMENT




COMMANDING OFFICER

7/8/10

Date:

MARINE CORPS LEAGUE, INC.



NATIONAL COMMANDANT



NATIONAL EXECUTIVE DIRECTOR

7/6/10

Date:

**VETERANS SERVICE ORGANIZATIONS
CONTACT AUTHORITY FOR ENGAGEMENT
WITH
WOUNDED, ILL AND INJURED (WII) MARINES/SAILORS
AND THEIR FAMILIES**

PRINCIPAL PURPOSE: To initiate legal contact by Veteran Service Organizations (VSOs) with veterans and families in need of benefit advice, counseling and guidance.

DISCLOSURE CONDITIONS: The Privacy Act of 1974, 5 USC 552a (b) as amended: Conditions of disclosure – “No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains...” (Exceptions Noted in Law).

METHOD OF CONTACT:

During the process of requesting assistance from Veterans Service Organizations (VSOs), the WWR Disability Injured Support Cell (DISC) will ensure that WII-Retired/ Separated or Separating Marines/Sailors and their Family Members will be offered an opportunity to be contacted by Veteran Services Organizations (VSOs)/State/ Local/ Community Resources to provide assistance with re-integration into their local community/Home of Record (HOR).

SERVICE MEMBER NAME: _____ **SSN:** _____

HOR: _____

PHONE: _____ **CELL:** _____ **EMAIL:** _____

FAMILY REPRESENTATIVE(S): _____

VETERAN SERVICES ORGANIZATIONS: Check the Block:

AMVETS _____ **DAV** _____ **MARINECORPSLEAGUE** _____ **MOPH** _____

VFW _____ **FRA** _____ **STATE/CO DVA** _____ **ALL** _____ **OTHER** _____

COMMUNITY SERVICES BOARD _____ **LOCAL SERVICE CLUBS** _____

REQUEST NO CONTACT _____

NOTE: "The Privacy Act protects you from the unauthorized disclosure of your personal information. Providing your personal information to Veterans Services Organizations will facilitate the delivery of their benefits and services to you but is completely voluntary and is at your discretion."

PRINT NAME _____ **SIGNATURE** _____ **DATE** _____

WITNESS NAME _____ **SIGNATURE** _____ **DATE** _____

Incorporated by act of Congress

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MARINE CORPS LEAGUE

National Headquarters

NATIONAL STAFF ROSTER 2010/2011

14 August 2010

Office/Name/Email: Term Expires: Contact Information:

NATIONAL BOARD OF TRUSTEES

<u>National Commandant</u> Vic Voltaggio <u>VVoltaggio@MCLLeague.org</u>	2011	1049 Florian Way Spring Hill, FL 34609-9021 (H) (352) 683-8254
<u>National Sr Vice Commandant</u> James J. "Jim" Tuohy <u>NJRVICJ@aol.com</u>	2011	12086 Riverbend Drive Grand Blanc, MI 48439-1724 (H) (810) 695-3241 (W) (313) 964-6830
<u>National Jr Vice Commandant</u> John W. Kovalcik <u>NJRV@sc.rr.com</u>	2011	1321 Royal Devon Drive Myrtle Beach, SC 29575-5852 (C) (843) 333-4618
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<u>NYC, Midwest Division</u> Wendell W. Webb <u>wendell.w.webb@boeing.com</u>	2012	6 Cradle Court O Fallon, MO 63368-8232 (H) (636) 272-5550 (C) (314) 705-0595
<u>NYC, New England Division</u> Robert A. DeLong <u>hammerdog@charter.net</u>	2011	288 Pleasant Street Southbridge, MA 01550-1266 (H) (508) 765-0351

"Once a Marine, Always a Marine"

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NAT'L MARINE OF THE YEAR
2000

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