

**ASSOCIATION OF
MARINE
CORPS
LOGISTICIANS**



**CHAPTER
HANDBOOK**

A • M • C • L

~Where Professionals Talk Logistics~

From the President

Ladies and Gentlemen,

Thank you for your interest in the Association of Marine Corps Logisticians. The organization needs engaged logistics professionals, like you, if we are going to bring our community together.

AMCL has huge potential to be a catalyst for positive change within the logistics community. Over the last year, the organization has steadily grown in the Quantico and national capital region. We are ready to branch out to the fleet. Motivated logisticians can now take the opportunity to establish local AMCL chapters and grow the organization into something truly significant.

This handbook provides a tentative manual on how to start a local AMCL chapter. It is the first draft of what will be a continuously changing document. We hope to adjust it based on your thoughts and the best-practices you learn from starting a local chapter.

Local AMCL chapters will reflect the concerns and needs of logisticians in their specific areas, but will also be a part of a national venue in which to communicate ideas and work towards broad efforts. The AMCL Executive Board is also here to help in any way we can, and looks forward to working with your chapter.

AMCL could not exist, much less succeed, without engaged individuals who care about the Marine Corps logistics community. We are excited that you want to be more involved and help us keep the organization's momentum moving forward. While starting a local chapter is the first step, we also need to encourage others to get involved, write articles, set up tours, and mentor. Spread the word and make sure that every logistician knows that there is a network of peers they can turn to for advice.

There is no stronger advocate for Marine Corps logistics than those of us who execute the mission on a daily basis. The logistics field possess some of the brightest and most capable Marines in the Corps. It's about time we got organized to ensure that we are performing to our full potential...and let's try to have some fun along the way.

Semper Fi,

Jason Fincher
President and Founder
The Association of Marine Corps Logisticians

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Purpose

The Association of Marine Corps Logisticians (AMCL) aims to enhance and cultivate the community of Marine Corps logistics and supply chain professionals through education, mentorship, innovative thinking, and open communication. AMCL will promote quality professional development through local chapter activities, writing forums, and mentorship opportunities. Ultimately, AMCL should be the forum where Department of Defense (DoD) and industry best practices are shared, so that Marine Corps logisticians are able to effectively and efficiently support Marines.

AMCL does not advocate for any specific logistics programs, it instead aims to equip its members to be better advocates within the community, and within the Marine Corps. The AMCL community will engage in constructive discourse on the art of the possible within the logistics and supply chain management fields so that members are empowered to successfully advocate for themselves and the community.

This handbook is intended to expand on the basic tenants included in the AMCL Charter by providing the guidelines and vision of the organization to global AMCL Chapters, and will evolve over time, shifting focus areas to better compliment formal training and education provided by the service.

Pillars

Professional Education

Professional education for logisticians includes both formal and informal learning opportunities. AMCL will focus on providing opportunities for informal professional education. This should include topics of discussion related to different elements within the Marine Corps, other services or agencies, and industry. Marine logisticians usually focus on tactical level support but must rely on outside organizations for operational level logistics. AMCL will seek to expose Marines to other organizations across the Joint Logistics Enterprise (JLEnt) in order to better enable interoperability across services and agencies.

Mentorship

The career paths and availability of mentors for junior logisticians can vary widely depending on which element of the MAGTF they are assigned. To help guide future logistics leaders, AMCL will strive to aid young Marines by providing access to more senior mentors, both active and retired. The wealth of knowledge that our senior leaders and former Marines, some of who now work in industry, possess is invaluable. Until now, the logistics community has not had a formal venue to pass on that experience.

Innovative Thinking

AMCL promotes innovation by providing a collaborative venue to introduce and explore our members' ideas. Within any organization, the best ideas can originate from the most unlikely of places. AMCL aims to provide a venue in which these ideas can be circulated within the community. AMCL will also strive to expose logistics officers to emerging ideas and techniques from industry. By keeping current on industry best practices, applicable ideas can be better articulated and incorporated into service processes. AMCL members are encouraged to write logistics related articles for publication in service and industry journals. AMCL's professional blog will also offer an avenue to expand our member's publication opportunities.

Open Communication

AMCL is intended to serve as a leveling function among logisticians that span the MAGTF by enabling interaction between different elements and specialties. By better understanding the requirements and capabilities of fellow support specialties, we can better articulate and manage logistics support for operations. Logisticians in operational billets can become isolated from emerging ideas within DoD and poor enterprise communication within the professional community can contribute to initiatives that depart from operating force priorities. AMCL is intended to provide an informal communications channel to circulate ideas and collect feedback that would enhance the ability of headquarters level decision makers to stay current with, educate, and influence the force, while allowing the operating forces to advocate for their requirements and influence enterprise priorities.

Trust and Unity

The Marine Corps is a ultimately a “people business” built on individual relationships. This is especially true among the support military occupational specialties (MOSs) that are called upon to task organize to a greater degree than combat arms counterparts. Marine Corps logisticians existing within every area of the Marine Corps, but with this dispersion, tend to lack a professional network compared to the more concentrated aviation and combat arms MOSs. Building familiarity between people that may have to work together on a moment’s notice helps to overcome friction when we are called to arms – increasing both readiness and effectiveness. By building a common logistics awareness and fostering professional relationships, logisticians can speak with a single voice to steer the priorities of the community.

Activities

AMCL chapters coordinate and host monthly events. The types of events may include, but are not limited to, guided discussions and presentations, guest speakers, site visits, social events, award presentations, and community service activities.

Discussions & Presentations

AMCL chapters should identify topics of interest to their members and host guided discussions or presentations. Topics should be aimed at expanding the professional education of each member. Formal training presentations or sales pitches for commercial solutions should be avoided.

Guest Speakers

AMCL chapters are encouraged to invite notable logistics leaders to speak at chapter events. Chapters should consider speakers from both DoD and industry.

Site Visits

AMCL chapters should coordinate opportunities for members to tour logistics facilities and organizations. Site visits can include both DoD and commercial facilities. The intention of a site visit is to expose members to business processes of non-Marine Corps organizations so that AMCL member’s can expand their knowledge and incorporate outside ideas.

Social Events and Awards

AMCL chapters can host social events for the purposes of networking with other members. These events may include awards presentations to recognize contributions to the chapter, association, or field as deemed appropriate by AMCL and/or chapter leadership.

Community Service

Fostering a sense of mutual respect with the communities surrounding our installations and logistics hubs is essential to the long-term acceptance of the Marine Corps mission. To that end, AMCL chapters are encouraged to conduct community service-oriented events that showcase the character of our members and our dedication to the communities in which we live.

Programs and Services

AMCL Log Blog

AMCL hosts a professional blog so that members can communicate their opinions and ideas related to the community. Chapters should encourage members to contribute. For more details, visit www.marinecorpslogistics.org/blog.

AMCL Writer Mentoring

The AMCL writing mentorship program aims to link writers that are passionate about a topic with a more experienced mentors to improve the quality and influence of their writing. This is intended to improve the quality of the AMCL Log Blog. Writers and mentors are encouraged to contact editor@marinecorpslogistics.org for more information.

AMCL Connections

AMCL occasionally offers unique opportunities for a limited number of members. These professional development opportunities range from events such as conferences to behind the scenes tours. AMCL aims to quickly connect interested members with these opportunities. Subscribed members will receive an e-mail notification when an opportunity arises. Seats are filled on a first-come, first-served basis. Members will work directly with the sponsoring organization and are responsible for their own travel and lodging.

Professional Training Opportunities

AMCL will provide information and assist in coordinating individual access to professional training and industry certifications including but not limited to:

- APICS Certified Supply Chain Professional (CSCP)
- Project Management Professional (PMP)
- Lean Six Sigma

Chapters may coordinate group training opportunities if enough interest exists among their members.

Membership

Qualifications

Membership to AMCL is intended to be inclusive rather than exclusive. Per the AMCL charter, every person shall be eligible for membership in AMCL who meets at least one of the following criteria.

- Military, DoD Civilian, or contractor currently or previously serving within the Marine Corps logistics community.
- Currently or previously serving as a Commander, Director, or equivalent who commands, directs, and/or manages professionals from the Marine Corps logistics community, military and civilian.
- Any former DoD logistics/supply chain professional who is currently/or has served in a commercial company in direct or indirect support to the companies' supply chain management or logistics operations.
- Currently or previously serving as a professional in the logistics community of another branch of Service under the DoD or in the Military Service of partnered and/or allied nations.
- Any logistics professional from a military-related civilian organization.

Types of Membership.

Per the AMCL charter, the association recognizes two types of members.

Active Member—This membership details a qualified members in good standing. Active Members are authorized to vote and hold office. It is the members' responsibility to ensure AMCL has current contact information.

Honorary Member—This type of membership is conferred upon an individual as a compliment after approval by the AMCL Executive Board. Such membership confers no rights or privileges, and Honorary Members may not vote or hold an elected office.

Establishing a local chapter

Getting started

Chapters may be established at any Marine Corps base or installation, or in any area where sufficient interest exists. The minimum size of a chapter is six members. A chapter must elect its own leadership consisting of a President, Vice President of Operations, Treasurer, and Secretary.

Local chapters will submit a one-page application and a list of members to AMCL headquarters. Approval must be received before conducting any action on behalf of AMCL. Sample chapter start-up products are available from AMCL upon request.

Roles and Responsibilities

President

The chapter president shall preside at all organizational meetings and at any special meetings, and provide direction to the local chapter. The president will communicate with the AMCL headquarters (HQ) as required.

Vice-President

The chapter vice-president shall perform the duties of an absent president and perform such duties as are assigned by the president. The vice-president is responsible for the coordination of chapter events.

Treasurer

The treasurer shall take charge of all the funds of the organization, provide financial information and operating budget information to AMCL HQ, sign local chapter checks, maintain financial records, and prepare required financial returns.

Secretary

The secretary shall perform administrative related duties, to include information and communications dissemination, and perform such duties as assigned by the president.

Finances

AMCL is a Federally Registered 501(c) tax exempt organization. Funds raised on behalf of AMCL are intended solely for the use of the association in pursuit of its stated mission. Financial transparency and accountability is required at all times.

Chapters are not authorized to conduct fundraising, other than collection of local chapter dues or tickets for specific events, on behalf of AMCL without express permission from the AMCL President. AMCL is primarily membership funded and availability of funds will be driven in part by the quantity of members at each chapter. Chapters will work with ACML HQ on budgeting of planned events and expenses that allows for the equitable allocation of funding across the organization.

Association Dues

AMCL HQ Executive Board will collect annual dues from all active members to cover operating costs. The AMCL budget and status of funds will be published annually and distributed to all members.

Chapter Dues and Event Tickets

Local chapter leadership may collect additional funds to cover local operating expenses and events at their discretion. Financial transparency is required. Local budgets and status of accounts must be available to all chapter members in good standing, and must be submitted to AMCL HQ.

Donations

Individual chapters are not authorized to accept donations on behalf of AMCL. Refer all offers of donations to the AMCL Comptroller.

Accounts

The treasurer of each ACML chapter will be provided access to a checking account that is managed centrally by the AMCL Comptroller. This arrangement maintains the transparency required for a 501(c), as well as tax filings, and allows AMCL to fund chapters from the central AMCL account as necessary.

Budgeting

The treasurer of each chapter should prepare a budget for planned events and operations to discuss funding with the ACML Comptroller. All efforts should be made to keep expenses to a minimum.

Ethics

AMCL is nonprofit, nonpartisan, and nonsectarian. No compensation (salary) shall be paid to any elected officer. No part of the net earnings of AMCL shall inure to the benefit of, or be distributed to, its members, officers, or other private persons, except that AMCL shall be authorized and empowered to pay reasonable compensation for services rendered.

No substantial part of AMCL activities shall be for the purposes of propaganda, or otherwise attempting to influence legislation, and AMCL shall not participate in, or intervene in behalf of, any candidate's political campaign for public office. This includes publishing or distribution of statements.

AMCL shall not carry on any activities inconsistent with the requirements for associations exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

Additional questions regarding conflicts of interest can be referred to the AMCL HQ.