



THE AMERICAN LEGION
Veterans Strengthening America

Service Officer Code of Procedures

Revised April 2026

Every day, across American Legion departments and posts throughout the country, you sit across from a veteran or a family member at one of the hardest moments of their lives. You listen. You build the claim. You make certain they receive the full measure of what the law allows. That work is the heart of The American Legion, and I am grateful for every one of you who carry it out.

I write to share the revised Service Officer Code of Procedures, approved April 22, 2026. The Code is more than a set of rules. It is the standard that has defined our representation since 1954, and brought current with recent court decisions and VA regulations so you have the clearest possible guidance for the work ahead.

A few expectations sit at the center of the Code, and they are worth naming plainly:

- First, due process. Once a veteran signs VA Form 21-22 and entrusts us with their power of attorney, we take on a legal obligation to develop and present their claim fully and fairly. That obligation is the promise behind our accreditation, and you honor it every time you open a file.
- Second, character. The Code asks each of us to be an advocate, to be truthful with both the veteran and VA, to be competent through ongoing training, and to be first-rate in the quality of every application we submit. These are high standards. You already meet them, and the Code simply puts them in writing.
- Third, partnership and growth. Through our training and litigation partnership with Bergmann & Moore, you have a national appeals team behind you. Through your monthly data and your insight from the ground, you help shape our testimony, our legislative priorities, and the policy we carry to the Hill. Your local work reaches the national stage.

Please take the time to read the Code in full and keep it close. When a question arises that it does not answer, the door of the VA&R Division is always open.

Thank you for your advocacy, your professionalism and your steady service to those who served. It is an honor to stand alongside you.

With gratitude,

A handwritten signature in black ink, appearing to read 'W. Call Jr.', with a stylized flourish at the end.

William L. Call Jr.
Director, National Veterans Affairs & Rehabilitation Division
The American Legion

Contents

- 1. Accreditation Overview and Requirements 2
 - A. Overview 2
 - B. Required Qualification. 2
 - C. Required Forms 3
 - D. Where to submit a Completed Application 3
- 2. Transferring Accreditation. 3
 - A. Procedures. 3
 - B. Reasons for implementation 4
- 3. Loss of Accreditation or Revocation. 4
 - Grounds for revocation 4
 - Procedures 4
- 4. Recertification 5
- 5. Cross Accreditation. 5
- 6. Representation Policy 5
 - A. Who may act as a representative 5
 - B. What representation does for claimants 5
- 7. Legal and Ethical Considerations 7
- Glossary of terms. 10
- American Legion Accreditation Process Guidelines Sheet 11
- Department Transition Request Form: 12
- Accreditation Revocation Request Form 13
- Contact Information. 15

1. Accreditation Overview and Requirements

A. Overview

American Legion Veterans Service Officers (VSOs), including our Department Service Officers (DSOs) and cross-accredited State/County Veterans Service Officers (S/CSVSOs), are an integral part of our mission, and they serve as a critical role to support the leadership to ensure the success of your department.

This information is to help new American Legion VSOs secure their VA accreditation after receiving training from American Legion Accreditation & Training School or other accreditation training from another recognized veteran service organization. This instruction does not apply to cross-accredited State or County Service Officers Required qualifications.

B. Required Qualification

Before our members submit their applications, please ensure that they meet the following requirements:

- The organization shall certify that the designee is of good character and reputation and has demonstrated an ability to represent claimants before the VA;
- Is a member in good standing with The American Legion, Sons of the American Legion, or Legion Riders; or a paid employee of The American Legion (national or department organization) working for not less than 1,000 hours annually;
- Is accredited and functioning as a representative of another recognized organization or, in the case of a county veterans service officer or tribal veterans service officer recommended by a recognized state organization, meets the following criteria:
 - a. Is a paid employee of the county or tribal government working for it not less than 1,000 hours annually;
 - b. Has successfully completed a course of training and an examination which have been approved by the appropriate District Chief Counsel; and
 - c. Will receive either regular supervision and monitoring or annual training to assure continued qualification as a representative in the claim process; and
- Is not employed in any civil or military department or agency of the United States.” 38 C.F.R. § 14.629(a).
- Successfully complete relevant courses on veterans’ benefits.

Necessary trait qualities of “good character”:

- Advocates – Representatives look out for the veteran’s best interests.
- Truthful – Representatives are always honest with the veteran and VA.
- Competent – Representatives take seriously their obligation to know the law thoroughly through ongoing training and research.
- First Rate – Representatives help the veteran prepare the best applications possible with the best supporting evidence so that the veteran wins the most benefits in the shortest amount of time.

PLEASE NOTE

- Post Service Officer is NOT an automatically accredited position, therefore, anyone with a title of Post Service Officer (PSO) will NOT automatically be accredited.
 - » Nomination of PSOs for accreditation is at the discretion of the department commander and department adjutant.
- Each department may have their own approval process on how to select their service officers. The national organization is not involved in the department's accreditation policies for their service officers, so long as they follow the policies of the national organization and VA. Departments may implement further criteria for their service officer qualifications.
- The National VA&R Division will only accept accreditation packages from department commander, The department adjutant or their designee.

C. Required Forms

The following documents must be completed in full and submitted to the department commander/adjutant by the service officer candidates. The department commander/adjutant should carefully review the whole application package, ensure the service officer candidates meet the statutory requirements listed above. The accreditation application package includes:

- Complete all necessary trainings and provide either the 101 Training Certificate of completion, or national-/ department-approved training certificate (TRIPS training is NOT sufficient).
- VA Form 21 (complete Section I only).
- Service Officer Information Report (SOIR) signed by the adjutant.
- Accreditation packets can only be approved and submitted to the Office of General Counsel (OGC) by the National VA&R director or delegated appointee.
- The National Veterans Affairs & Rehabilitation director or delegated designees serve as the exclusive certifying officials for The American Legion.

If submitting an email or scanned cover letter, the content should clearly state that Department agreed to sponsor the individual to be accredited by the VA as American Legion representative.

D. Where to submit a completed application

Once all documents have been completed and signed, the package should be sent to the National VA&R accreditation team at accreditation@legion.org for processing. Upon certification by the national organization, the package will then be forwarded to the VA Office of General Counsel (OGC) for final approval.

2. Transferring Accreditation

A. Procedures

When an accredited service officer intends to transfer to the jurisdiction of a different American Legion department, the following steps must be followed to ensure compliance with established procedures if the service officer wishes to retain American Legion accreditation:

- Notify both the current and receiving department leadership (department adjutant and department commander) no fewer than sixty (60) days prior to transition date.
 - » This request also applies to service officers who hold primary accreditation through an external organization and wish to maintain their American Legion cross-accreditation.
- Transition request must follow the same standards of approval by department leadership as new accreditation nominations.

- » Department leadership retains full authority to approve or deny any transition request.
- If the receiving jurisdiction denies the transition request, the service officer must seek primary accreditation through the state's Department of Veterans Affairs and pursue cross-accreditation through The American Legion.
 - » If the service officer is unable to gain accreditation through the state/county VA's office, they must wait 60 days before they may reapply for accreditation through The American Legion.

B. Reasons for implementation

- Ensures department leaders maintain full awareness and oversight on transitioning service officers moving between departments.
- Ensures incoming service officer are aware of established procedures within receiving department.
- Makes certain that allegations of misconduct involving service officers are properly documented, which protects the departments in the receiving jurisdiction.

3. Loss of Accreditation or Revocation

Revocation of a service officer's credentials can be done for numerous reasons; the most important being a violation of the signed service officers' agreement and the ethical guidelines that govern all service officers. All American Legion Accredited Service Officers are committed to ensuring the veteran community receives free, professional assistance. Any actions that conflict with these standards will be viewed as a conflict of interest and in violation of our ethical guidelines.

Grounds for revocation

The role of a representative is to help the veteran obtain every benefit that he or she is lawfully entitled based upon a generous reading of the law and the evidence. Not every claim that an individual wishes to file has legal merit. Therefore, it is the role of an accredited representative to explain the law so that claimants may understand why they should not be filing a particular claim.

However, representation does include assisting with claims where evidence may be hard to secure, relying heavily on VA's "benefit of the doubt" rule or when assisting with the presentation of good-faith arguments based on interpretation of law by VA and the federal courts.

VA can cancel a representative's accreditation if the representative acts unethically or in contravention of VA's rules. This includes:

- Knowingly violates or refuses to comply with the law.
- Knowingly presents a fraudulent or frivolous claim.
- Knowingly presents false information to VA.
- Accepts compensation for representation.
- Commits any other unlawful, unprofessional, or unethical practice.

The restrictions on representation are a matter of common sense and good judgment. The rules do not and cannot specify in detail every scenario that could lead to the loss of accreditation. In general, do not take any action that would reflect poorly on yourself and The American Legion if it became known how you behaved.

Procedures

To ensure Legion standards are consistently upheld, the National VA&R director – or designee - reserves the right to use his or her discretion in revoking credentials of a service officer who intends to negatively impact the trust and reputation of the high standards service officers must follow when representing our veterans.

- Revocation of accreditation can only be requested by American Legion department leadership, namely the department adjutant, department commander, or their designee with department leadership's signed approval and CC'd on request email. Accreditation revocations can only be submitted to the Veteran Affairs Office of General Counsel by The American Legion's national office.

- After a service officer's accreditation has been revoked, a full 60 days must pass before one may reapply for accreditation.

4. Recertification

Service officers who require recertification must redo the administrative portion of the accreditation process, except for the training (if the training is current and up to date). Submission requirements for recertification are:

- Completion of the VA Form 21.
- The department adjutant or commander must complete the SOIR and submit it to the National VA&R accreditation box for the deputy director's approval.

5. Cross Accreditation

The service officer must already be accredited with a separate organization, state or county to qualify for "cross-accreditation".

- One DOES NOT need to be a Legion member; however, one is still obligated to comply with 38 CFR 14.629.
- For cross-accreditation through The American Legion, the department adjutant must submit the VA Form 21, the VA TRIPS training, and a completed SOIR form (signed by the department adjutant confirming accreditation nomination) directly sent to the National VA&R accreditation team at accreditation@legion.org for processing.

6. Representation Policy

A. Who may act as a representative

Only accredited service officers may handle claims. No individual may assist claimants in the preparation, presentation, and prosecution of claims for VA benefits as an agent or attorney unless he or she has first been accredited by VA for such purpose." 38 C.F.R. § 14.629(b). Individuals who are not accredited — including post service officers — shall refer to 38 CFR § 14.629(a) and 38 CFR § 14.629(b).

B. What representation does for claimants

VA regulations give broad latitude on the method to be pursued in the preparation, presentation and prosecution of VA claims under the authority given by the veteran in filing a VA Form 21-22. TAL provides the highest quality representation to its clients in accordance with legal requirements and our mission to serve veterans. When TAL accepts POA from an eligible claimant, TAL assumes an obligation to provide fair representation and assistance and counseling to ensure that the claimant gets full due process.

Preparation and submission of forms

A representative must be familiar with the forms required by VA to apply for benefits and to take other related actions, such as authorizing the release of records, seeking a review or appeal, and changing the veteran's address. Some forms may be prepared and submitted by a representative under their own signature once POA has been granted. However, other forms must be signed by the veteran (see section 5). A TAL representative must know the difference between these forms.

Actions TAL representatives should not do

An accredited representative should not sign any form that involves swearing to the accuracy of information that affects the number of benefits paid. This includes forms related to employment verification, status of dependents or waiver of retirement pay. The veteran must sign these. The claimant is responsible for any overpayment occurring as a result of the information supplied.

Forms that an accredited Legion service officer is not authorized to sign:

- VA Form 21-526 / 21-526EZ: an original application for compensation
- VA Form 21P-527EZ: an original application for pension
- VA Form 21P-0510: a pension Eligibility Verification Report,
- VA Form 21-4140: Employment Questionnaire
- VA Form 21-8940: Veteran's Application for Increased Compensation Based on Unemployability
- VA Form 21-4142: Authorization to Disclose Information to the Department of Veterans Affairs
- VA Form 21-4192: Request for Employment Information in Connection with Claim for Disability Benefits
- VA Form 21-0538: Mandatory Status of Dependents
- VA Form 21-8951-2: Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances
- VA Form 21-651: Election of Compensation in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation from Department of Veterans Affairs.

Additional roles and responsibilities of an accredited American Legion service officer:

Data collection and reporting responsibilities

- Participate in monthly data collection at the post and department level using approved digital forms, surveys, and reporting templates.
- Verify and submit data regarding:
 - » Claims issues.
 - » Emerging trends.
 - » Training or member specific needs.
- Support the DC national office and policy analysts by providing insight into state and regional concerns affecting veterans.
- Assist in identifying trends that can:
 - » Inform our organization and members on emerging issues.
 - » Guide testimony.
 - » Legislative priorities.
 - » Identify organizations that support veterans that can be elevated nationally.

Communication and outreach

- Support outreach efforts like claims clinics.
- Engage younger veterans, student veterans and underserved communities by promoting upcoming advocacy efforts.
- Share newsletters and updates from the DC office to veterans and members at large.
- Identify opportunities for community partnerships.

Advocacy and policy support

- Contribute to elevated post-level issues that may impact national policy decisions.
- Provide on-the-ground insight that supports the creation of policy briefs, white papers, and congressional testimony.

7. Legal and Ethical Considerations

TAL office files — in both physical and electronic form — are confidential. Periodically, veterans may wish to have you release information to outside organizations, such as county veteran service organizations. To ensure that you are protected from potential liability associated with the release of the information, the veteran must complete a form acknowledging that they are directing the accredited representative to release the information. The form can be located at:

www.legion.org/documents/legion/pdf/VSO_Release_Form.pdf

Requests made by the claimant for documents that may be in a TAL office file must be written and signed by the claimant. This is especially true when requests are received from family members or friends who may be assisting the claimant in gathering evidence in support of the claim.

Conflict of interest

In addition to the actions discussed above that may lead to termination of accreditation, a TAL representative should not accept POA in any claim where the representative has a conflict of interest or any relationship with the veteran or claimant that could impair the representation or create an appearance of impaired representation if the facts were to become known to the claimant or the public.

For example, a representative should not hold cross/primary accreditation with a separate organization that can charge fees to the veteran. Such organizations with claims agents/attorneys that hold the ability to charge fees in exchange for supplementary services. Organizations such as these can be accredited with the VA but go against Legion standards and beliefs.

A representative should also not accept POA if prevailing on the claim requires proving facts contrary to those needed to prevail contrary to another claimant already represented by TAL. In such circumstances, the quality of representation and the integrity of the representative may be questioned if the representative presents arguments and evidence in different cases that directly conflict with each other.

In addition, a representative should not accept POA from a person seeking benefits as the surviving spouse of the veteran if the representative has direct, personal knowledge indicating that the person is not the surviving spouse even if the claimant is unaware of this information or that the representative has it.

A TAL representative may represent someone they know personally. However, before accepting POA, the representative should carefully consider whether the quality of representation might be questioned by someone familiar with the relationship between the claimant and the representative. If the representative has a close relationship with the claimant, it may be questionable as to whether the representative is honestly advising the claimant on the weakness of a claim that may be frivolous. If the representative has a negative history with the claimant, it may be questioned whether the representative is doing a thorough and diligent job on behalf of the claimant.

In cases where the representative has a personal conflict of interest, TAL may still represent the claimant so long as a different representative manages the matter and the conflicted representative is not involved in the matter in any way.

Fraud

Fraud is committed when a person knowingly makes, or assists in making, a false statement concerning a claim for VA benefits. A TAL representative should make compelling arguments for interpreting the evidence in the veteran's favor. A TAL representative should not make arguments that are designed to lead VA to make a factual finding that the representative knows is not true.

For example, if a veteran tells you that they briefly set foot in Vietnam even though there are no official records, it is entirely appropriate to help the veteran submit lay evidence to prove this fact and to argue for such a finding. However, if a veteran tells you that they were never in Vietnam, then you should not submit an argument that ambiguous official records support a finding that the veteran did set foot in Vietnam.

Frivolous Claims

A claim is frivolous if the individual providing representation is unable to make a good-faith argument on the merits of the claim. A claim that is plainly contrary to VA's current interpretation of law is not frivolous if the

claimant has a good-faith argument to make appeals to the federal courts that VA's interpretation should be rejected or changed. Federal courts can change how the law is interpreted, but they cannot change the essential elements of entitlement.

For example, compensation for exposure to Agent Orange was extended to Blue Water Navy veterans by the federal courts based upon a finding that the 1991 Agent Orange Act was always intended by Congress to include Navy veterans. This claim was contrary to VA's interpretation when it was filed, but there was a good-faith argument that the federal courts should reject VA's interpretation. However, Congress has explicitly prohibited compensation for disabilities related to smoking in service, and such a claim would be frivolous because the federal courts do not have the power to change this law.

Note: VA's full standards of conduct may be found at: <https://www.va.gov/OGC/docs/Accred/StandardsofConduct.pdf>.

Reasons for revoking representation

TAL reserves the right to revoke a POA at any time. Examples include, but are not limited to, the following reasons:

- Tampering or altering of evidence, or providing false information as evidence;
- Refusal to cooperate or establish a satisfactory and effective working relationship with the representative;
- Threats or acts of violence towards the representative and co-workers, the department, the national organization or VA personnel;
- Harassment of representatives either by phone, internet, social media or in person;
- Further representation may give rise to conflict of interest or violation of privacy;
- The claim has no basis in law or fact in which it can be granted, including no good-faith argument for challenging VA's interpretation or application of existing law;
- The benefits being received are contrary to law or regulation;
- Representation of a co-worker or friend may present the risk of inadvertent disclosure of confidential information or may create unreasonable expectations and disappointments.

Keep in mind that TAL representation cannot and should not be withdrawn because of personal prejudice and discomfort. Questions concerning withdrawal of a POA should be brought to the attention of the DSO for approval. Efforts to assist claimants in securing representation should be taken if POA revocation occurs. If a problem continues, it should be referred to the director of the National VA&R Division.

The process for revoking representation

Withdrawal in writing

- When TAL revokes representation of a claimant, you must notify both VA and the claimant in writing.

Content of a withdrawal

- Written withdrawal may not be done in a way that adversely impacts the claimant's interests. Even if you have good cause to believe that the claim is fraudulent or frivolous, you should never disclose adverse information to VA.
- Individually: You may be mistaken, and you may harm the claim by providing information to VA that is incomplete or inaccurate.
- Globally: You harm TAL's ability to perform its mission of helping veterans if it becomes known that TAL might disclose to VA information shared during preparing a claim.

A written withdrawal based upon good cause should not include any statement more specific than an affirmation by the representative that TAL believes there is good cause to terminate its representation of the claimant. Remember to keep a copy of the POA withdrawal and upload it into the veteran's digital case file in VBMS.

Limited and shared representation

VA regulations permit a veteran to have different representatives for various parts of a claim that are pending before VA at the same time. Accordingly, you may become aware that a veteran has signed a POA authorizing a different representative to work on a specific claim or claims but leaving TAL as the POA on other matters.

Dual representation

TAL does not share POA (see exception below, for the law firm Bergmann & Moore). Although a veteran may file a POA with another representative authorizing them to manage a specific claim, this should prompt TAL to withdraw its representation on all other claims. If you have questions about this, contact the director of the National VA&R Division.

County Veteran Service Officers

TAL, as a recognized service organization, may refuse to work with secondary parties such as County Veterans Service Officers (CVSO), if it is contrary to the best interest of the claimant. TAL may require all CVSOs to work through TAL's department service officer (DSO). This will help ensure the orderly representation of claimants.

As a practical matter, many designated DSOs are State Civil Service employees. As such, representation in the name of TAL is provided through such state organizations, which direct or cooperate with county and local agencies that may or may not be accredited to the state organization.

Bergman & Moore, LLC – Training and Appeals Representation

TAL has authorized dual representation with Bergmann & Moore, LLC (B&M). B&M is a national law firm that serves as TAL's litigation and training partner. Managed by former VA attorneys who know VA's claim appeal system well, B&M has successfully navigated the VA system for thousands of veterans and their surviving spouses since 2004.

- Starting in January 2018, TAL and B&M entered a Memorandum of Understanding (MOU), approved during the Legion's 2018 national convention.

Among other things, the MOU specifies that B&M provides training for TAL-accredited DSOs and VSOs during two national schools attended by hundreds of service officers. The training goal is to obtain the most benefits as quickly as possible at a VA Regional Office (VARO). B&M also provides training for TAL's Board Units located in Washington, D.C., and Indianapolis, Ind. TAL's Board Unit handles appeals filed with the Board of Veterans' Appeals. Additionally, the MOU specifies that B&M provides – at no cost to TAL or the veteran – appeal representation in the federal courts to veterans who are represented by TAL before VA.

B&M representation includes claims on appeal from the Board of Veterans' Appeals (BVA) to the Court of Appeals for Veterans Claims (CAVC). B&M may also further represent a veteran appealing a CAVC decision to the U.S. Court of Appeals for the Federal Circuit. In certain circumstances, B&M may represent the veteran before VA after a CAVC or Federal Circuit remand. Withdrawal of a TAL POA is not required if you become aware that B&M is representing a veteran or claimant in appeal status. If you have questions about B&M, contact the director of the National VA&R Division.

For more information about TAL's training and litigation, visit B&M's website:

<https://www.vetlawyers.com/about-us/>

How representation ends

Automatic revocation upon the death of the veteran.

- The death of a veteran automatically revokes power of attorney – it does not extend automatically to survivors. See *Smith v. Brown*, 10 Vet.App. 330 (1997). Claimants seeking survivor benefits must sign a new POA in their own names.

Glossary of terms / Acronyms

Board: VA's Board of Veterans' Appeals, located in Washington, D.C. (Can be referred to as "the board").

Claimant: Veteran or Dependent filing a claim with VA for care or benefits

CAVC: The U.S. Court of Appeals for Veterans Claims, located in Washington, D.C. (Can be referred to as "court" or "veterans court").

CVSO: County Veterans Service Officer

Dependent: Parent, Spouse or Child of a veteran

DSO: Department Service Officer

Federal Circuit: U.S. Court of Appeals for the Federal Circuit

FSGLI: Family Servicemembers Group Life Insurance

NCA: VA's National Cemetery Administration

NCIC: National Crime Information Center

POA: Power of Attorney (refers to VA Form 21-22)

RO: VA Regional Office (handles benefits issues)

S-DVI: Service-Disabled Veterans Life Insurance

SGLI: Servicemembers' Group Life Insurance

TAL: The American Legion

TSGLI: Traumatic Injury Protection Program

VA: U.S. Department of Veterans Affairs

VA&R Division: American Legion's Veterans Affairs and Rehabilitation Division

VBA: VA's Veterans Benefits Administration

VHA: VA's Veterans Health Administration

VGLI: Veterans' Group Life Insurance

VMLI: Veterans' Mortgage Life Insurance

VSO: Veterans Service Organization or Veterans Service Officer

American Legion Accreditation Process

Guidelines Sheet

1. The nominee will need to have taken national- or department-approved training and provide proof of completion.
 - a. The national office works with the Bergmann & Moore law firm to provide various training throughout the year.
 - i. The 101 Training is the basic level of training offered
 - ii. Once 101 Training is completed, the nominee will receive a certificate of completion that will need to be included in the nomination email.
 - b. Certificates of completion from a separate VA benefits & claims course that has been approved by both The American Legion national office and the department may be submitted in place of the 101 course.
 - c. If the nominee is seeking CROSS-ACCREDITATION nominee must already be accredited with a separate organization, state or county. In this situation, VA TRIPS training needs to be provided. Certificates outside of the VA TRIPS training are always a welcome add-on.
2. After the training is completed, the nominee will need to complete the VA Form 21 (Section One only).
 - a. Home address & business address cannot be the same.
 - b. A work email for the specific nominee needs to be provided. Cannot be generic department email (Email can be changed later if necessary).
 - c. Section two should only be filled out by The American Legion national office.
3. Finally, the Service Officer Information Report (SOIR) needs to be filled out completely.
 - a. If the nominee is an American Legion member, their membership ID needs to be listed here.
 - b. Signature of the department adjutant is necessary as well for confirmation of approval, unless the email is being sent by the adjutant themselves.
4. This is not necessary, but many departments delegate consolidation of accreditation documentation and coordination with the national office to their department DSO.
 - a. This usually happens if the adjutant's workload is too high to provide the necessary time for accreditation. Confirmation of work delegation needs to be communicated via email to the VA&R national office team.
 - b. All accreditation nominations still need to be signed for on the SOIR document by the department adjutant to ensure approval and transparency.
5. All 3 documents are necessary for the VA&R team at the national office to ensure VSOs can become accredited through The American Legion and be properly logged on our Legion webpages.
 - a. All documents need to be provided to The American Legion's accreditation email at accreditation@legion.org.
 - b. You will always receive a confirmation email from the accreditation inbox after sending in nominations for accreditation. If you do not, please send a follow-up email.

Department Transition Request Form

Accredited service officers transferring between The American Legion departments must notify leadership in both jurisdictions and national staff at least 60 days in advance, with approval required from the receiving department. If denied, the officer must obtain primary state accreditation and then seek cross-accreditation. The policy ensures leadership oversight, department readiness and proper documentation of any misconduct concerns.

Name of Service Officer	Current Department/State	Receiving Department/State
Current Date (Month, Day, Year)		Expected Moving Date (Month, Day, Year)
Name all Organizations currently accredited with 1) The American Legion 2) 3) 4)		
How long have you worked as an Accredited Service Officer?	When did you last complete an approved training session (Month, Day, Year)?	Certificate of Completion attached? Must validate your most recent training. Required ☐ [Yes] ☐ [No]
Signature of Moving Service Officer & Date		
Signature of Current Department Adjutant & Date		
Signature of Receiving Department Adjutant & Date		
Notes from Current Department Adjutant		

Accreditation Revocation Request Form

A service officer's American Legion accreditation may be revoked for several reasons – the most important being violation of the signed service officers agreement and ethical guidelines, which govern all service officers.

Revocation of accreditation can only be requested by American Legion department leadership, namely the department adjutant, department commander, or their designee with department leadership's signed approval and CC'd on request email. Accreditation revocations can only be submitted to the Veteran Affairs Office of General Counsel by The American Legion's national office.

To submit a request for the revocation of Legion accreditation, please fill out this document in full. Once completed, email the following: Accreditation@legion.org

CC: (Your Department Adjutant)

(First Name, Middle Initial, Last)	State	Accreditation #	Month/Year	General Reasoning	Is the Service Officer Aware? [Y / N]
(First Name, Middle Initial, Last)	State	Accreditation #	Month/Year	General Reasoning	Is the Service Officer Aware? [Y / N]
(First Name, Middle Initial, Last)	State	Accreditation #	Month/Year	General Reasoning	Is the Service Officer Aware? [Y / N]
(First Name, Middle Initial, Last)	State	Accreditation #	Month/Year	General Reasoning	Is the Service Officer Aware? [Y / N]
(First Name, Middle Initial, Last)	State	Accreditation #	Month/Year	General Reasoning	Is the Service Officer Aware? [Y / N]

Signature & Date

This edition of the Code of Procedures, originally approved on Nov. 11, 1954, by the department service officers and the National Veterans Affairs and Rehabilitation Commission, contains both minor and major modifications, and is the most recent of several previous editions revised on the following dates: June 9, 1958; April 26, 1973; July 21, 1975; June 23, 1978; Aug. 8, 1983; July 24, 1992; May 1, 1996; July 15, 2000; Feb. 4, 2015; June 6, 2022; Jan. 1, 2023; and now June 16, 2026.

Most revisions to the content have been made for clarification purposes, as well as for the addition of more current material to reflect the things that will impact your work, such as internal rule changes, updates in the law or recent court rulings. These current revisions are primarily restatements of existing American Legion policy, U.S. Department of Veterans Affairs regulations and decisions by the U.S. Court of Appeals for Veterans Claims.

This edition has been approved by the chairman of The American Legion's National Veterans Affairs and Rehabilitation Commission and director of the National Veterans Affairs and Rehabilitation Division in Washington, D.C.

Contact Information

The American Legion Veterans Affairs & Rehabilitation Division

Address

1608 K. Street NW
Washington, D.C. 20006

Email

var@legion.org

Phone

(202) 861-2700



THE AMERICAN LEGION

P.O. Box 1055
Indianapolis, IN 46206
1-800-433-3318

legion.org



Connect with The American Legion