



# THE AMERICAN LEGION NATIONAL HEADQUARTERS

## NOTIFICATION OF POST/SQUADRON COMMANDERS & ADJUTANTS

The Post Adjutant is to complete this form when all officers (who must be in good-standing) for the upcoming membership year are known, and will then forward the form to the Department Headquarters.

### INSTRUCTIONS TO POST ADJUTANTS

Post/Squadron Commander & Adjutant Notification Form

Use this form to report the following to Department & National Headquarters:

- Your department and post number.
- The name, member ID number, phone number and email address of the post/squadron commander and adjutant for the impending membership year.
- Indicate the re-election/re-appointment of the incumbent or a newly elected or appointed officer by placing an X in the appropriate box.
- If the post doesn't sponsor an SAL Squadron, leave that section blank.
- Sign the bottom of the form in the space provided.

**After completing the form, the Post Adjutant is to submit the form to the Department Headquarters. Keep a copy for the post's records.**

### INSTRUCTIONS TO DEPARTMENTS

The department will retain a copy for its records and forward the original Notification Form to National Headquarters at the following address:

**The American Legion  
IT/Data Services  
PO Box 1954  
Indianapolis IN 46206**

**SEE FORM ON REVERSE SIDE**

The department should forward the forms to IT/Data Services as quickly as the information is received from its posts. Please do not hold the forms. Refer to the department copy of the Notification Form to verify posts whose new officers have not yet been reported to National Headquarters. These changes to post and adjutants can also be made through the Department MyLegion.org portal. SAL forms must be mailed in to address above. **Instructions were previously sent to you via e-mail from Internal Affairs.**

*NOTE: If a post or squadron officer reported on this form is unable to complete his/her term, the Post Adjutant should report this information as soon as possible to the Department Headquarters and provide his/her replacement's name, ID number, phone number and email address. This should be reported in writing, preferably on post letterhead. The department will update its records and forward the notification to National Headquarters. **It's very important for the Department and National Headquarters to have current officer information at all times.***



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## Notification of Post/Squadron Commanders & Adjutants

Department of

Post No.

Date

### POST COMMANDER

Enter Member ID #

Incumbent

Newly Elected/Appointed

Name

Phone

Cell

Home

Work

Email

### POST ADJUTANT

Enter Member ID #

Incumbent

Newly Elected/Appointed

Name

Phone

Cell

Home

Work

Email

**(Complete this section if Post has an SAL Squadron.)**

### SQUADRON COMMANDER

Enter Member ID #

Incumbent

Newly Elected/Appointed

Name

Phone

Cell

Home

Work

Email

### SQUADRON ADJUTANT

Enter Member ID #

Incumbent

Newly Elected/Appointed

Name

Phone

Cell

Home

Work

Email

**SIGNATURE OF POST ADJUTANT**