

Loan Request Form for Ceremonial Rifles and/or Ammunition From the Department of Defense

Information Sheet

Purpose: For Post use to request loan of Ceremonial Rifles and/or Ammunition and for the Department to certify that the post is chartered and in good standing with required secure storage procedures.

Mail to: The American Legion
National Security Division
1608 K Street NW
Washington, DC 20006
Email: NSFR@legion.org
Phone: (202) 861-2700

The department and the Washington office may only handle requests from chartered American Legion posts in good standing that have accountability and storage procedures for firearms and munitions which are in accordance with local and state laws. Posts will make requests through their department headquarters. The post must attach the form to post letterhead stationery with the post commander's or adjutant's signature. This should be sent to department headquarters for submission to the Washington office.

Departments must verify the eligibility of the post and validate current weapons and munitions accountability and storage procedures. Once verification by the department is complete, the request is forwarded to the Washington office, which forwards it to the appropriate agencies for processing. When requests are made to congressional offices or other military departments without proper verification and endorsement, the acquisition process slows. Separate letters must be sent for each type of equipment requested. If both rifles and ammunition are needed, separate requests should be forwarded to the department and then to the Washington office, as two different government agencies – the Joint Munitions Command in Rock Island, Ill., and U.S. Army TACOM (Life Cycle Management Command) in Warren, Mich. – will be handling the request for items.