

**NATIONAL HEADQUARTERS  
SONS OF THE AMERICAN LEGION**

**June 10, 2015**

**TO: Detachment Commanders and Adjutants**  
**FROM: Brian J. O’Hearne, National Adjutant**  
**SUBJECT: Detachment Officers Report**

The purpose of this memorandum is to remind all Detachments that the Detachment Officers Report is due immediately upon completion of your Detachment Convention.

We are in the process of compiling the new National & Detachment Officer directory and hope to have it printed and distributed during the 44<sup>th</sup> National Convention of the Sons of The American Legion in Baltimore, MD.

Attached to this memorandum is a copy of the Detachment Officer’s Report form for your use. **Please type these or print legibly**. Also, provide us proper legal names and avoid nicknames. If possible, please include nine (9) digit zip codes, if available. Please mail or email your report to John Kerestan, National Headquarters, The American Legion, PO Box 1055, Indianapolis, IN 46206, email: [jkerestan@legion.org](mailto:jkerestan@legion.org) or fax to (317) 630-1413.

Upon receipt of your Detachment Officers Report, we will code your Detachment leadership’s record at National so they can start receiving mailings and email messages pertinent to your Detachment. Please note: This form also requires an email address for all NECmen and Detachment Adjutants. A copy of this report is also contained in your Detachment Administrative Manual.

Your attention to this report is appreciated.

Enclosure

Copy to:  
National Executive Committeemen, Sons of The American Legion