



THE AMERICAN LEGION

2015

Post Adjutant's

MANUAL

Membership eligibility dates



Gulf War / War on Terrorism

August 2, 1990, to cessation of hostilities as determined by the United States government

Panama

December 20, 1989 to January 31, 1990

Lebanon & Grenada

August 24, 1982 to July 31, 1984

Vietnam War

February 28, 1961 to May 7, 1975

Korean War

June 25, 1950 to January 31, 1955

World War II

December 7, 1941 to December 31, 1946
(including the Merchant Marine)

World War I

April 6, 1917 to November 11, 1918

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FOREWORD

The *Post Adjutant's Manual* is a blueprint to assist you in handling the business affairs of the post and to provide efficient and effective service to your members. It is a work in progress and will never be complete as long as officers and members in local posts offer suggestions and recommendations.

The national staff does not have answers to every problem that might arise, but we are dedicated to making the job of post adjutant's easier and ensuring the long-term growth and stability of The American Legion. By following the information contained in this manual, you will be better equipped to achieve the objectives of this great organization, which has served America's veterans since 1919.

Thank you for ***Still Serving America!***

Adjutant

"My comrade, you have been chosen to assist your Commander in the wise and effective administration of that office and to serve not only your fellow Legionnaires, but also those whose relationship to the organization has led them to look for us for guidance and relief. You will find the duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of our programs depends, to a great extent, upon you and your performance of the duties of your office."

– Charge from the installation ceremony

The adjutant's job

The adjutant has the same position in the post as the secretary of any other organized body, and a bit more. The adjutant is like the first sergeant of the company, around whom all post activities revolve. Many posts find it wise to retain a good adjutant in office over a period of years. Likewise, a good post will recognize when it is time to change adjutants.

The adjutant may provide continuity in the post. While the commander's duties are largely inspirational and executive, an adjutant's duties are administrative. The commander navigates the ship, but the adjutant is the engineer who runs the ship's machinery and keeps the vessel on an even keel. He or she is the personnel officer and personal point of contact for individual members of the post. The adjutant keeps membership records and minutes of meetings, checks up on and assists the work of other officers and committees, and publishes official orders, announcements and instructions.

The adjutant's office should be a clearing-house for all post activities. The adjutant assists new officers and committees in getting started with their work and provides direction to their endeavors. Help is not the same as interference.

Suggestions for the adjutant

The only indispensable qualifications are honesty and willingness. The adjutant should obtain a set of post account books (consult the current Emblem Sales catalog for description and prices). These require no special knowledge of bookkeeping. The new adjutant should go through all post records at the earliest opportunity. The constitution and by-laws, minutes of meetings, and reports of officers and committees will give insight into the post's policies and traditions. Communication from department headquarters and National Headquarters will provide additional information and instructions. Department headquarters and staff can be your most useful tools as an adjutant.

For meeting minutes, a loose-leaf binder that will hold letter-size sheets is recommended. Minutes should be typed, printed and inserted in the binder. When the binder is full, the contents should be kept as a permanent record of activities. All reports of officers and committees should be included in the minutes of the meeting to which they are submitted to assure they are made part of the permanent record.

Bulletins and periodicals

Members will inquire about everything that concerns their connection with The American Legion. Your job is to satisfy them. The adjutant can convey information and instructions to them through a regular series of post bulletins. Communicate!

A complete file of *The American Legion Magazine* and department and post periodicals, if any are published, should be kept and bound in annual volumes. *Dispatch* is sent to the post adjutant monthly and after the National Executive Committee's Spring and Fall Meetings (**see *Dispatch*, page 27**). Keep these for reference.

Bulletins are periodically mailed to post commanders and adjutants. The adjutant should forward applicable information to each post committee chair. Your department headquarters' only official contact with the post is through the commander and adjutant. The adjutant should read all communications received from department headquarters and National Headquarters to keep abreast of what is going on, and that information should be communicated to your post membership.

SECTION I – POST CHARTERS

- **Naming a post**
- **Change of post name**
- **Location change**
- **Temporary and permanent charters**
- **Supplemental charters**
- **Tax-exempt status**

Naming a post after an individual and/or name changes

For a post to be named after a person the individual must be deceased and the post must have the family's written permission to use the name. If naming the post after an individual when establishing a charter, attach the letter with the application. If changing the name when applying for a permanent charter or after the permanent charter has already been established, send a copy of the minutes or the resolution, or both, to department headquarters. The department will request the name change.

If a post has a Sons of The American Legion squadron, its name will be changed to reflect the Legion post's current information. A new replacement charter and SAL charter, if applicable, will be issued.

Location change

If a post requests a location change, a letter from the post adjutant, commander or other authorized representative must be sent to department headquarters, and the department will request the location change. The letter must include a copy of the minutes or resolution, or both, and identify the old and new locations. The department will forward the location change request to National Headquarters. A new replacement permanent charter and SAL charter, if applicable, will be issued.

Temporary and permanent charters

Any group of eligible veterans may apply for a post charter from the national organization through department headquarters after meeting all department requirements. The department executive committee shall determine the minimum membership and starting composition of a post.

A temporary charter application is to be filled out in triplicate. The instructions are included on the application, which is available from the department. National Headquarters does not require signatures from new members. The name of the new post on the temporary charter may only be changed when an application for a permanent charter is submitted.

The organizer of the post must sign all three copies and list his or her address, unless an address has been established for the post. The organizer's address is used for the post's mailing address until the post has a permanent address. An Annual Post Data Report (**see page 6**) is sent with the temporary charter to the post, asking the dues amount, permanent address and dues mailing address, if different than the permanent address.

After a post has functioned with a temporary charter for a minimum of 90 days, it may apply for a permanent charter. This form, available from your department, is filled out in triplicate and sent to department headquarters to be signed and forwarded to National Headquarters for the issuance of the charter. Instructions for this form are on the back of the application. For more information on these procedures, contact your department headquarters.

Supplemental charters

When a post becomes incorporated, it is necessary to apply for a supplemental charter. When a post incorporates and changes its name, the change is usually enough for it to be considered by the government as a new entity, thereby requiring another Employer Identification Number (EIN). The old one is usually invalid; play it safe by getting a new one through the IRS by submitting an SS-4 Form.

The incorporation of a post modifies the information sent in on the earlier inclusion letter reporting your EIN to the national organization. The legal name of the post will appear on the incorporation papers or corporate charter with the state in which it is located. A change in the name, even just adding "Inc.," will be reported to the IRS in September.

The national organization must maintain your correct, legal and accurate post name exactly as it appears on the corporate charter from the state on this report to the IRS. Send any changes to National Headquarters so the IRS records will remain up-to-date and the post can avoid any IRS issues.

When requesting a supplemental charter, fill the form out in triplicate. A copy of your Articles of Incorporation, issued by the state, is a required attachment to the supplemental charter application, which is available from your department office.

If the name of the Legion charter changes while a supplemental charter is in place, the supplemental charter will be null and void. A new supplemental charter application and articles of incorporation will need to be submitted to reflect the new name of the Legion charter.

When a post becomes incorporated and makes the appropriate application to National Headquarters as evidence of this action, it will be issued a supplemental charter, properly attested by the duly authorized officers of the department and National Headquarters.

Tax-exempt status

Federal tax regulations require every subordinate American Legion post that is obligated to file an Annual Information Return (Form 990), or if it maintains a bank account, it must have an Employer Identification Number (EIN).

The American Legion is tax-exempt under Section 501 (c)(19) of the Internal Revenue Code of 1954, as amended. Every post needs to obtain an EIN from the government. All newly chartered posts receive an SS-4 form in a new post kit prepared and sent by National Headquarters. The instructions should be closely followed in completing and submitting the SS-4 form.

When you receive the post EIN, send a copy of the number and the inclusion letter (also in the packet) to National Headquarters so the post may be listed as a tax-exempt charter of The American Legion.

A listing of all new posts, including updates, is sent to the IRS on Sept. 30. Your bank and various vendors will also need this number, so protect it.

SECTION II – REPORTS

- **Consolidated Post Reports (CPR)**
- **Annual Post Data Report**
- **Post Officer Certification**

Consolidated Post Report (CPR) form

The Consolidated Post Report (CPR) was established in 1975 to assist departments in the documentation of the various activities a specific post has done during the 12-month reporting period, June 1 through May 31. The CPR may be the most important document your post will complete this year.

A CPR is sent to each post from department headquarters requesting data on the post's programs and activities. Your completed report is included in a final report presented to Congress each year by the national commander as justification for the Legion's nonprofit status and to elaborate on what the organization does in local communities. The deadline for department submission of the CPR to National Headquarters is July 1. Check with your department for its submission date. The CPR form may also be completed on myLegion.org (see page 24) and is available for download at www.legion.org/publications, under "Membership Service."

If your post had projects, activities or events which cannot be adequately covered on the report form, attach a written description with pictures and articles, if applicable, to the national and department copies of the form. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs and shared with the staff of *The American Legion Magazine*. Each post has a story to tell, and when we speak collectively our strength is magnified.

Annual Post Data Report

Throughout the year, national staff will contact posts regarding membership renewals, awards, *Dispatch* subscriptions, veterans issues and other important information. Thus, maintaining current post information at National Headquarters is more important than ever. In February, the Annual Post Data Report is mailed to department headquarters for distribution to posts. Each form is pre-printed with current contact information from National Headquarters' data system. This pre-printed form for your post is sent for annual spring reporting. When there is a change, notify department headquarters, which will forward the change to National Headquarters. Any and all changes must first go through department headquarters for processing. Any changes received by National Headquarters directly from a post will be returned with no action.

Post officer certification

It is critical for the post adjutant to report all post officers to department headquarters immediately after election. The department may furnish a special reporting form or you may receive reporting forms provided to the department by National Headquarters. All national mailings are addressed to post officers. It is imperative that all contact information for post officers be up-to-date and correct.

SECTION III – MEMBERSHIP

- **Eligibility**
- **DMS**
- **Renewals**
- **Cards**
- **Rosters**

Eligibility

As provided in the Constitution and By-Laws, Article IV, Section 1. Any person shall be eligible for membership in The American Legion who was a member of the Army, Navy, Marine Corps, Coast Guard or Air Force of the United States and assigned to active duty at some time during any of the following periods: April 6, 1917, to November 11, 1918; December 7, 1941, to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961, to May 7, 1975; August 24, 1982, to July 31, 1984; December 20, 1989, to January 31, 1990; August 2, 1990, to the date of cessation of hostilities as determined by the government of the United States; all dates inclusive, or who, being a citizen of the United States at the time of his entry therein, served on active duty in the armed forces of any of the governments associated with the United States during any of said periods; provided, however, that such service shall have been terminated by honorable discharge or honorable separation, or continued honorably during or after any of said periods; provided, further, that no person shall be entitled to membership who, being in such service during any of said periods, refused on conscientious, political or other grounds to subject himself to military discipline or unqualified service.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. No person may be a member at any one time of more than one post.

Section 4. No person who has been expelled by a post shall be admitted to membership in another post without the consent of the expelling post, except that where such consent has been asked for and denied by such post, he may then appeal to the executive committee of the department of the expelling post for permission to be admitted to membership in another post, and shall be ineligible for membership until such permission is granted.

National Guard & Reserve eligibility

Members of the National Guard and reserves are required to meet the same eligibility requirements as federal active-duty veterans.

To be eligible, the National Guardsman or reservist must have served at least one day on federal active duty during any of the delimiting periods as set forth in Article IV, Section 1 of The American Legion Constitution. The person must either have an honorable discharge or currently be serving either in the Guard, reserve or on federal active duty.

The key to determining if a Guardsman or reservist has been on or is currently serving on federal active duty is the authority line on his or her activation orders.

In both cases, Title 10, Subsection 672 or 12301 are orders from the Secretary of Defense and are federal orders.

The authority a governor uses to activate the National Guard, both individuals and units, is Title 32 orders, i.e. weekend drills and annual training. These are not federal orders. The reserves have similar orders, which are Title 10, Subsection 270. This authority code gives the reserve component the authority to activate the reservist for weekend drills and annual training.

Use the chart below when determining eligibility for National Guardsmen and reservists.

	<u>ELIGIBLE</u>	<u>NON-ELIGIBLE</u>
National Guard	Title 10, Subsection 672 or 12301	Title 32
Reserves	Title 10, Subsection 672 or 12301*	Title 10, Subsection 270
*This subsection was created following Operation Desert Storm to replace 672.		

The above information is taken from Military Law Chapter 39.

Note: A DD 214 is issued for the time on federal active duty only if the reserve component member has been on Title 10 status for 180 days. A DA-1059 is issued for completion of a school with a character type of discharge. All reserve components send their members to basic training using Title 10, Subsection 672/12301 orders.

National Guard (example)

If a traditional National Guard soldier or airman (i.e., one never stationed with an active-duty unit) performed basic training during one of the Legion's eligibility periods, he or she would qualify for membership because that time on active duty was federal Title 10 duty.

If this soldier/airman performed basic training outside the dates, he or she may still qualify for membership if ever activated for federal service. Two-week annual training (AT) does not usually qualify one for membership, but if AT was under federal control, going out of country for two weeks to drill, those orders were federal orders. If that time was during an eligibility period, he or she qualifies for Legion membership. The soldier/airman would not have a DD 214 (see note above), but would have a copy of his or her orders qualifying the reservist as for membership (**see chart above**).

Reserve (example)

If a traditional reservist (i.e., one never stationed with an active-duty unit) performed basic training during one of one of the Legion's eligibility periods, that soldier, sailor, airman, Marine or Coast Guardsman would qualify for membership because that time on active duty was federal Title 10 duty.

This reservist would not have a DD 214, but would have a copy of the orders qualifying him or her for membership. All reservists are under federal control, so all their orders are Title 10, Subsection 270. These do not qualify a reservist for Legion membership, but if he or she receives Title 10, Subsection 672 orders that would be active-duty service qualifying him or her for membership (**see chart above**).

As with all membership eligibility, if further clarification is needed, contact your department headquarters. Reserve component servicemembers are a large and growing pool of eligible members.

Direct Membership Solicitation (DMS)

The DMS program is a form of direct marketing used to solicit membership in The American Legion. Mailing lists are rented from commercial list brokers and compared to our membership files to remove the names of members from the rented lists.

National Headquarters mails out a letter over the signature of the national commander (or his representative) outlining The American Legion's achievements, its current priorities and reasons why we need the prospective member's support.

If the prospect wishes to join, he or she completes the application form enclosed, certifying dates of service in the U.S. Armed Forces, character of discharge, branch of service and birth date. Then the applicant returns the form with a check in the envelope provided. National Headquarters sends a membership card signed electronically with the signature of the national adjutant, a welcome letter, and other information. These new members are placed into the department headquarters post of their state in accordance with the current policies of the National Executive Committee.

Lists of the DMS or headquarters post members in your area are available from your department headquarters. Contact your department membership chairman, DMS chairman or department adjutant. Utilizing these lists is an excellent way to increase your post's membership, thus boosting Legion activities in your communities and giving The American Legion a louder voice in Congress.

For the DMS program to truly be effective, it is imperative these new members are personally contacted and invited to transfer into your local post. Ultimately, it is the responsibility of the post receiving a DMS transfer to verify the new member's eligibility, using a DD 214 or other official proof of honorable service with the U.S. Armed Forces.

Direct renewal dues notices

Every year, National Headquarters mails to almost all Legionnaires one or more notices that their annual dues for the coming year may be paid to their post. This is made possible by printing on every renewal notice the amount of each post's dues and the address to which dues are to be mailed. In early spring, your department headquarters will ask posts to provide this information. If your post is already participating, you will still need to verify the address and dues amount. Make sure the information provided has no error; a mistake in either the address for mailing the dues or the dues amount will cause problems. Most renewal notices will be provided and mailed by National Headquarters at no cost. When the post's annual dues or remittance address change, your post should immediately contact the department (**see Annual Post Data Report on page 6**).

Post mailing address

If at all possible, your post should use a permanent mailing address – either a post office box or the address of the post home. Do not use the name of the adjutant or other individual unless no other address is available. Difficulties arise when post officers change or an individual moves, becomes sick or passes away.

Dues amount

Only one dues amount can be shown for each post. For example, National Headquarters cannot print "\$30 until November 1, \$35 after November 1."

Participation and schedule

Participation in the renewal program for notices mailed in the summer through the end of the year is voluntary (unless your department mandates participation). Posts must notify their department prior to May 1 if they want to be deleted or added to the summer renewal mailings.

Renewals mailed after January through the spring will be sent to *all* delinquent members in *all* posts. Also, information on the mailing(s) will be described in various publications going to posts.

Omitting members from renewal mailings

Some posts have members whose dues are paid by the post (honorary life members, 50-year members, past commanders, etc.). If your post has members to whom renewals should not be sent, send a letter in the following format (sign and date) to your department headquarters:

Please notify National Headquarters that renewal notices should not be printed for the following member(s) of this post:

9-DIGIT MEMBER ID NUMBER	HONORARY LIFE MEMBER (✓)	NAME	ADDRESS, INCLUDING ZIP
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(List more names/membership information as necessary)

Note: When sending the name, address and 9-digit ID number, check your membership register and submit the name and ID number exactly as they appear on the register. The address should be submitted in the same way, unless the address on the register is incorrect.

Code "C" (no renewal)

The membership register, **shown on page 15**, will detail members who have previously been coded so they will not receive a renewal notice. Check the "EX Flag" column on the right side of the register between "CER Flag" and "Era." The letter "C" means the member will not receive a renewal from National Headquarters. Do not send a second request to remove a member from the renewal list if a "C" is printed on the register for the member. All Paid Up For Life (PUFL), honorary life and department life members are automatically excluded from renewal mailings.

Renewal schedule

During each membership year, National Headquarters sends renewal notices in July, October, January, March and May. Sometimes, at a department's request, a special notice may be mailed in February to boost a department's renewals.

The accompanying list is the 2016 membership year renewal schedule for transmitting dues to arrive at National Headquarters by the established dates. This schedule will be followed to remove the names of paid members prior to a specific mailing. Using the renewal schedule, National Headquarters extracts unpaid member records, then prints and mails the renewal notices.

2016 RENEWAL NOTICE SCHEDULE

CUTOFF DATES	RENEWAL DATES
MAY 15, 2015	JULY 3, 2015
SEPTEMBER 11, 2015	OCTOBER 2, 2015
OCTOBER 16, 2015	NOVEMBER 16, 2015
DECEMBER 11, 2015	JANUARY 8, 2016
FEBRUARY 12, 2016	FEBRUARY 26, 2016
APRIL 15, 2016	APRIL 27, 2016

Transmittals received after this date will not prevent delivery of a subsequent notice at or around the renewal date.

Dues notices

For posts that do not participate in the national plan of direct renewals, first and second notices and a dues letter may be obtained in the necessary quantity from department headquarters at no charge.

Continuous membership certificates

Although the post is responsible for maintaining continuous membership records for each member, National Headquarters offers its facilities to help compile and maintain accurate records. Years of continuous membership are recorded on the data system at National Headquarters after the post has reported them. As far as National Headquarters' records will permit, years of continuous membership are printed on the individual's membership card each year. If a member's continuous years are not listed on the card, or if the number of years is wrong, a correction should be made by the adjutant by completing the Member Data Form (**see below**).

50-, 60-, 70-, 75-, 80- or 85-year certificates

In February, certificates are issued by National Headquarters for every member credited on the national records with a minimum of 50 years of continuous membership, and those who have not previously received an award. A member receives only one of these awards for each specified year. The certificates are sent to each post with qualifying members. Each post should receive the certificates in mid-to-late February. It is suggested the certificates be presented at a special ceremony held in connection with The American Legion birthday, March 15-17.

Your membership register will list all post members for whom certificates have been issued. If you have members who will reach 50 years of continuous membership this year, be sure their dues reach National Headquarters by January 1 so their records will be updated and they receive certificates. If you have members with 50 or more years of membership who have never received a certificate, send a Member Data Form (**see below**) to correct their records so they can receive the certificate and recognition.

Member Data Form (membership processing and transfer)

The Member Data Form is a multipurpose form for tracking and providing accurate information on post members. There are separate forms for Legion (Stock No. 30-001) and SAL members (Stock No. 00-007). Both forms are available from department headquarters.

Instructions for the use of the Member Data Form can be found on the reverse side of the form.

The American Legion Member Data Form can be used to report:

- | | | |
|----------------------|-------------------------|-------------------------|
| a) Deceased member | b) Continuous years | c) Name correction |
| d) Change of address | e) First war era served | f) Branch of service |
| g) Telephone number | h) Date of birth | i) Honorary life member |
| j) Post transfer | k) Email address | |

Always include the 9-digit member ID number, post number and department name. The signature of the authorized post officer is required at the bottom of the form. Route the parts of the Member Data Form as follows:

- Parts 1-3: Mail to department headquarters
Part 4: Retain in post files

The information reported on the Member Data Form should also be entered in the appropriate area on the post membership register for easy reference.

“Snowbird” status reporting

National Headquarters has discontinued its “snowbird” address change service due to duplication of time and effort spent processing and maintaining the requests. The majority of seasonal address changes are received through weekly updates via the U.S. Postal Service, and many members continue to notify National Headquarters by phone, email and written correspondence. The Member Data Form may also be used.

Transfer of membership

Membership transfer from one post to another is handled by completing the Member Data Form. The right to transfer does not include the right to be accepted by any post. Members still must vote upon acceptance of the applicant. Being the member of more than one post at one time is a violation of The American Legion Constitution. Formal transfer is the only method of transferring from one post to another so continuity of Legion membership is not broken, and it is available to members in good standing.

Many members who change posts simply start paying dues in the new post without the formality of an official transfer. This can result in a duplicate (and unnecessary) record entered in the data system. Such transfers risk the member losing his or her continuous membership record unless the post adjutant gives the member full credit at the time the card is made.

Without official transfer, the member will also likely receive a renewal notice from National Headquarters asking for dues for the next year to be sent to the former post; second, third and fourth renewals may also be sent if the proper procedures are not followed.

In all instances where an American Legion member transfers from one post to another after payment of the current year’s dues, the transferring post shall retain said dues and shall have credit for such membership during the remainder of such year for which said dues were collected, but the transferred member shall be entitled to all of the benefits and assume all of the responsibilities of membership in the post to which transfer is made, after such transfer is complete.

IMPORTANT! Always ask a prospective member if he or she currently belongs or has been a member.

If he or she has a current or previous 9-digit member ID number, it should be reported on the transfer request and dues card forwarded to your department.

Project Stay Active

Americans are on the move, and Legionnaires are no exception. National Headquarters’ Project Stay Active helps local posts maintain contact with members who move into your area.

National Headquarters prints a summary of the veteran’s membership on a 3 x 5 card, including both new and old addresses, the member’s department, the post number, the number of continuous years, and the date the card was printed. If the member is a life member, it is noted. The card is printed in ZIP code order and mailed to department adjutants for distribution to the post most accessible to the member. This post is then asked to contact and welcome the member to the area. This is an ideal time to offer assistance and to invite the member to visit your post.

In many cases, the Legionnaire may wish to transfer membership to a post in the community. As may be expected, some of these Legionnaires are involved in temporary moves, some may have a life membership “back home,” and others may have sentimental feelings toward their hometown post. However, many of them will be receptive to an offer to transfer to your post when asked.

Departments actively participating in Project Stay Active generally distribute the cards each month through district or county commanders.

Membership card

- **ID number**
- **Post name**
- **Scan line**
- **Guide to the pre-printed card**

Membership cards are pre-printed at National Headquarters with the names and addresses of the previous year's members and with the number and location of your post. The card has three parts.

At the far right of the pre-printed 3-part card is the official membership card, to be given to the member after dues have been paid. The left portion ends up at National Headquarters, and the department gets the middle portion. The left and middle portions of the pre-printed 3-part card are identified as The American Legion Record and Department Card, respectively. These should at no time be separated from each other. General instructions for the processing of the 3-part card, also called the record card, are printed on the reverse side of the 3-part card.

The record card has several boxes used for filling out cards for new members, correcting continuous years, correcting a changed or misspelled name, or correcting the war era. Procedures on making these changes are described in this manual. The membership card should not be used to correct an address. A Member Data Form should be completed for this purpose (**see page 11**).

Membership ID number

Every member who gets a pre-printed card is assigned a 9-digit ID number, which will stay with the person as long as dues are paid continuously without a disruption in membership – even if a person transfers from one post to another and proper transfer procedures are followed. For this reason, it is important to complete an official transfer using the Member Data Form (**see page 11**). This will prevent a duplicate record on National Headquarters' data system.

The official membership ID number is printed in four places on the pre-printed 3-part record card. It is printed twice on the left section, and once each on the other two sections (**see page 14**). This ID number is the most important feature in identifying the member from other American Legion members and should be used whenever you call or write to department headquarters or National Headquarters concerning a member. Use the 9-digit identification number to help ensure that the correct member's problems or issues are handled quickly and accurately.

Post name

For technical reasons, it is not feasible for National Headquarters to print the name of your post on the member card (right portion of the 3-part preprinted record card). A line is provided so the name may be stamped, typed or printed on the card by the post adjutant or authorized post officer. The line below the member's name will have printing on it when received from National Headquarters; this is the space where the post name may be added.

Scan line

When the left section of the record card (National Headquarters' portion) is processed, the primary line scanned is noted on the sample card; these are the series of numbers and characters A–F. Never change or mark in this area. Marks of any kind can cause scanning errors in processing.

Guide to the pre-printed card information

2014 The American Legion Record			Department Card 2014			HERE IS YOUR 2014 MEMBERSHIP CARD		
MEMBER ID NO. 900000024 A			POST NO. 9999			CONT. YRS. 29		
NAME (FIRST MIDDLE LAST) JOHN X PUBLIC			NAME (FIRST MIDDLE LAST) JOHN X PUBLIC			NAME (FIRST MIDDLE LAST) JOHN X PUBLIC		
MAILING ADDRESS PO BOX 1234 ANYTOWN 99999-3729			ADDRESS PO BOX 1234 ANYTOWN 99999-3729			ADDRESS PO BOX 1234 ANYTOWN 99999-3729		
<input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> KOREA <input type="checkbox"/> VIETNAM <input type="checkbox"/> LEGION OF MERIT <input type="checkbox"/> PANAMA <input checked="" type="checkbox"/> GULF			<input type="checkbox"/> RENEWAL <input type="checkbox"/> NEW <input type="checkbox"/> TRANSFER			Sign the card on the line provided and carry it with you. Payment of dues is hereby acknowledged \$3.00 of which is allocated for a subscription to The American Legion Magazine and is non-deductible from dues.		

A/B/C/D/E/F – The characters that appear here make up the scan line. Do not change any of the information on this line. Do not mark in this area for any reason.

- A** The permanent 9-digit member ID number, which remains the same as long as the member continues to pay dues annually or for life
- B** The membership year
- C** The department and post (and country when applicable)
- D** These numbers serve as a counter – for example, if your post has 195 pre-printed cards for members from last year, and you get an extra 25 blank cards (use for new members), the first card will have a 6-digit sequence number of 000001 and the last card will have 000220.
- E** This variable number is important only to National Headquarters.
- F** All American Legion cards have an “L,” and SAL cards have an “S.”
- G** Only the first war era in which a member served is indicated on left and middle sections of the card.
- H** Any time a war era is to be updated or changed, this box must be marked on both sections.
- I** Any time the continuous years or the member’s name are to be changed, this box must be marked. The correct information is to be entered in the same space provided for the name/continuous years. Correct both sections.
- J** City in which the post is located

Membership register

- **Post membership roster**
- **Blank cards**
- **Renewal**
- **New and replacement card processing**
- **Correcting information**

When you receive the cards, you also receive a membership register. The membership register is double-spaced between each record and has one or more printed sheets. The register will list, in alphabetical order, all your previous year’s members whose cards were received at National Headquarters before April 1. The register may also include the names of members who paid dues in previous years but did not pay for the most recent year at the time of printing the register. Their expired records are still in National Headquarters’ data system. You can easily identify these records by reviewing the column headed “Last Paid Year” on the left side of the register.

Special attention is called to the last five columns. Data in these columns is explained below:

Guide to the post membership roster

												THE AMERICAN LEGION MEMBERSHIP REGISTER									
DATE		POST NO.	DEPT. NO.	MEMBERSHIP YEAR	DEPARTMENT NAME	POST LOCATION	POST NUMBER	MO.	DAY	YR.											
PAID	TRANSMITTED	LAST PAID YEAR	MEMBERSHIP NUMBER	CONT. YEARS	NAME	ADDRESS	ST	ZIP	CER. FLAG	EX. FLAG	ERA	TY	UN	SEQUENCE NO.							
		12	900000001	59	PUBLIC, JOHN A	PO BOX 1234	ANYTOWN	ST 99999	50		B			000001							
		12	900000002	9	PUBLIC, JOHN B	PO BOX 1234	ANYTOWN	ST 99999			4			000002							
		12	900000003	14	PUBLIC, JOHN C	PO BOX 1234	ANYTOWN	ST 99999			1			000003							
		12	900000004	57	PUBLIC, JOHN D	PO BOX 1234	ANYTOWN	ST 99999	50		2			000004							
		12	900000005		PUBLIC, JOHN E	PO BOX 1234	ANYTOWN	ST 99999			S			000005							
		12	900000006	13	PUBLIC, JOHN F	PO BOX 1234	ANYTOWN	ST 99999			H	P		000006							
		12	900000007	38	PUBLIC, JOHN G	PO BOX 1234	ANYTOWN	ST 99999			G	U		000007							
		12	900000008	16	PUBLIC, JOHN H	PO BOX 1234	ANYTOWN	ST 99999			B			000008							
		12	900000009	55	PUBLIC, JOHN I SR	PO BOX 1234	ANYTOWN	ST 99999	50		2			000009							
		12	900000010	26	PUBLIC, JOHN J	PO BOX 1234	ANYTOWN	ST 99999			H			000010							
		12	900000011	40	PUBLIC, JOHN K	PO BOX 1234	ANYTOWN	ST 99999			S			000011							
		12	900000012		PUBLIC, JOHN L	PO BOX 1234	ANYTOWN	ST 99999			4			000012							
		12	900000013	20	PUBLIC, JOHN M	PO BOX 1234	ANYTOWN	ST 99999			S			000013							
		12	900000014	29	PUBLIC, JOHN N JR	PO BOX 1234	ANYTOWN	ST 99999			S			000014							
		12	900000015	28	PUBLIC, JOHN O	PO BOX 1234	ANYTOWN	ST 99999			4			000015							
		12	900000016	56	PUBLIC, JOHN P	PO BOX 1234	ANYTOWN	ST 99999	50		S			000016							
		12	900000017	50	PUBLIC, JOHN Q	PO BOX 1234	ANYTOWN	ST 99999			2			000017							
		12	900000018		PUBLIC, JOHN R	PO BOX 1234	ANYTOWN	ST 99999			B			000018							
		12	900000019	15	PUBLIC, JOHN S	PO BOX 1234	ANYTOWN	ST 99999			4			000019							
		12	900000020	34	PUBLIC, JOHN T	PO BOX 1234	ANYTOWN	ST 99999			C	2	H	000020							
		12	900000021	54	PUBLIC, JOHN U	PO BOX 1234 2728 10TH AVE S	ANYTOWN	ST 99999	50		2	P		000021							
		12	900000022	21	PUBLIC, JOHN V	PO BOX 1234	ANYTOWN	ST 99999						000022							
		12	900000023	48	PUBLIC, JOHN W	PO BOX 1234	ANYTOWN	ST 99999			C	2	H	000023							
		12	900000024	29	PUBLIC, JOHN X	PO BOX 1234	ANYTOWN	ST 99999						000024							
		12	900000025	26	PUBLIC, JOHN Y	PO BOX 1234	ANYTOWN	ST 99999			2			000025							
		12	900000026	14	PUBLIC, JOHN Z	PO BOX 1234	ANYTOWN	ST 99999						000026							
DEPARTMENT COPY																					

CER flag A number code here will show if a member has had a 50-, 60-, 70-, 75- or 80-year continuous membership certificate printed. Only the most recent certificate code will be reflected.

EX flag A "C" code means the member will not receive a dues renewal notice. If a "D" code appears, the member will not receive a renewal notice or a magazine from National Headquarters.

Era This code identifies the member's war era on file at National Headquarters, showing the first war era in which the member served. Many members served in more than one war era, but only the first war era is recorded in National Headquarters' data system. Corrections should be reported on the member's membership card and forwarded to department headquarters, or on a Member Data Form (**see page 11**).

TY The “Type” code identifies one of four types of life membership; all members reflecting a type code on the register are automatically excluded from receiving a dues renewal notice. Those codes are:

- **H** This indicates the member has received an honorary life membership from the post, which is responsible for payment of the member’s annual dues.
- **L** This indicates a department life member in Kansas, since this department does not participate in National Headquarters’ Paid-Up-For-Life (PUFL) program. Several other departments have also administered their own life membership programs in the past but have since joined National Headquarters’ PUFL program. Some membership rosters may still reflect “L”-coded members in those departments.
- **P** This indicates the member is a Paid-Up-For-Life (PUFL) member.

* **(asterisk)** This indicates “honorary PUFL.” This code is added to indicate members who have received a PUFL membership as recognition or an award from their post. This is the same as an honorary life membership, except that by purchasing a PUFL membership, the post has removed the member’s responsibility for payment of annual dues for the member.

Sequence number This 6-digit number, which is also printed on the card, can help the post find the card or the member’s name on the roster. This is an alternative to using the alphabetical look-up. **Note:** The name field allows for the printing of a suffix (such as Jr., Sr., etc).

Blank cards Every post receives a pre-determined percentage of blank cards in addition to pre-printed ones. If you run out, request additional ones from department headquarters. The blank cards are to be used for new members and providing duplicate or replacement cards.

Handling a renewal membership

After a member pays his or her dues, locate the 3-part membership card and:

- Fill in the date paid on the center section.
- Put your initials on the center section next to “date paid” line.
- Sign the member’s official card on the line reserved for the authorized officer.
- Place an X in the renewal box in the upper right of the center section.
- Separate the member’s card from the left and center sections (keep together). These go to the department. Give or mail the card to the member promptly.
- Find the member’s name on the membership register, which is in alphabetical order, and mark the date paid in the column set aside for this purpose – the far left column.

Except for the important job of transmitting the dues and the left and center sections of the card to department headquarters, this completes your record-keeping for a renewal member.

Handling new members

Always ask a prospective member if he or she currently belongs or has recently been a member of the Legion.

These instructions on the processing of new members also apply to:

- Transfers for whom there is no pre-printed membership card
- Any renewal, if for any reason you did not receive a pre-printed card

When a new member pays dues for the current year, take the first blank card from those supplied from the department. The serial number printed on the card will be the 6-digit sequence number. Once the card is processed at National Headquarters, the member will be assigned a permanent 9-digit number that will appear on all future cards, mailings and documents.

Type or print on the left and center card sections the following information:

- Membership ID number – same as the 6-digit sequential number*
- First name, middle initial, last name of new member
- Mailing address
- City, state, ZIP code
- Years of continuous membership (one year for a new member)
- War era (first war era served)

A person who transfers should be able to provide his or her permanent 9-digit ID number. Put an X in the proper box in the upper center of the card to show renewal, new or transfer.

Put the date and your initials on the line in the upper-center portion to validate the card. If membership records are handled by an officer other than the post adjutant, the initials of the designated officer, such as the first vice commander or finance officer, are acceptable.

Type or print the member's name on the first line of the official membership card (right side), just above the words "The above member has paid dues for (year) in the post indicated." If the number of the post has not been pre-printed, enter the post number. If possible, type all information. On the second line of the official membership card, you may wish to type or stamp the post name.

On the next line, if not already pre-printed, enter the post's city and sign the official membership card.

Enter the number of years of continuous membership at the top of the official membership card.

A new member paying dues for the first time should be credited with one year of membership. Also, be sure to enter the number of years in the appropriate boxes on the left and center sections. Be sure to fill out all sections of the 3-part card. Do not change, strike over or mark out any of the numbers printed on the cards. Follow this rule when making cards for new and renewal members.

When transferring a current-year paid member, use only the Member Data Form and issue him or her a current-year card. Discard the department and national portions of the 3-part card. It's recommended you make a notation on the membership register so that you and anyone else who handles the cards and register has a written record of your actions (**see Member Data Form, page 11**).

On the register, find the same number printed on the right side corresponding to the serial number on the card you have just filled out for the new, renewed or transferred member. Opposite this number, in the columns provided for this purpose, add the member's name, address, city, state, ZIP code, continuous years and war era.

If you do not receive a pre-printed card for one or more members, fill out a blank card for the member who belonged last year. Record the name, address and member ID number in exactly the same way as it was previously reported. Credit the member with the proper number of years.

Replacement membership card

If it is necessary to provide a replacement card, the post can use one of the blank stocks provided. When doing so, report it to the department in case it requires an accounting of every card used. On the membership register, make a notation as a written record of your action.

Department record replica

There may be times when the left and center section of the 3-part card is lost or destroyed. If this happens, the post will provide a replica of the card by using a blank card. This should be reported to department headquarters, in the event it requires the post to account for how, when and why every card is used. In preparing a replica card, take the first blank available from the supply provided, and type it to show, as much as possible, the same information as it appears on the original card. On the membership register, make a notation as a written record of your action.

If you run out of membership cards

Every post is provided extra cards, but if more are needed, request additional cards from your department. However, they will not have the number of your post pre-printed on them. You will have to type the post number on all three sections of the card when it is issued. You should also receive new membership register sheets listing the sequential number of the cards. In all instances, write each member's name and address on the membership register to have an accurate record of membership.

If duplicate cards are received

You might receive more than one pre-printed card for the same member. If this happens, process one of the cards as usual. On the other card, put an X in the box next to "Duplicate" in the lower right of the department record. Return all three parts of the card to your department. Strike the duplicate name off your membership register and note in the allotted space that the card was returned.

If a member has died

If you receive a pre-printed card for a member who has died, put an X in the box opposite the word "Deceased" in the lower right corner of the left section. Return the entire card to your department. Note on the membership register that the member is deceased and the card was returned.

If a member dies after dues have already been transmitted, notice of the fact should be reported on a Member Data Form (**see page 11**). Deaths can also be reported using a postcard or letter, but should include the name, ID number and last known address. Send the information to your department. Don't assume department headquarters knows the member is deceased. National Headquarters mails dues renewals periodically to unpaid members. Report deaths as soon as possible so late members can be removed from the mailing list to avoid causing discomfort for the family.

If a member's name is misspelled

If a member's name is spelled incorrectly, use a No. 2 pencil and put an X in the box provided on the left section of the 3-part card. Put a line through the misspelled information and type the corrected name below the pre-printed name on the left and middle sections of the 3-part card.

Continuous membership

Pre-printed cards should show the number of years of continuous membership for each member. The figure is advanced one year when the cards are printed (if the member's record has been processed before April 1). If the years on the card are incorrect, or if they are missing altogether, put an X using a No. 2 pencil in the correction box in the left section of the 3-part card. Strike out the incorrect number and enter the right information on all parts of the card. Correct the membership register, too.

If it should be necessary to correct the number of years of continuous membership after the card has been transmitted, submit the Member Data Form (**see page 11**).

Transmitting membership

Your department headquarters will give you specific instructions on how dues are to be transmitted. Although there is a perforation between the left and center sections of the card, do not separate these two sections. Both sections must be sent intact to the department.

On a regular basis (at least weekly), send to your department all completed cards for which dues have been received, including renewals, new and transferred members. Send the payment along with the cards to your department. If entire cards for deceased, unknown or duplicate members are being sent to the department at the same time, keep these separate from the renewals for which you are sending payment.

Write or stamp the date the dues were transmitted in the column headed "Date Transmitted" on your membership register. If entire cards for deceased, unknown or duplicate members are returned, note the date returned on your membership register as well.

Filing your membership register for future reference

To keep your membership register in order and to protect it, we urge you to keep the sheets in a loose-leaf binder. There are probably several types of binders you can buy locally, but binders especially adapted to the membership register are available from Emblem Sales. Check the current catalog for sizes and prices.

The average post will be able to keep membership registers for several years in the same binder. When the binder becomes too thick for easy handling, remove the older registers for permanent binding in hardcover. Larger cities will have a bookbinder that can do this for a reasonable cost. Posts in smaller towns can check with the nearest public library or school to find the location of a reliable bookbinder.

Keeping previous years' membership registers is a good practice. They are your historical record of past membership and your post's history. Past membership registers are also good lead generators for potential members when your post does a membership recruiting drive.

Supplemental cards/rosters

Membership cards and rosters for the next year are printed in early April by National Headquarters, and sent to departments for distribution to posts. Time and place for post distribution is at the department's discretion. For the balance of the year, until the April cycle rolls back around, activity changes for Legion members continue to happen. To help the post adjutant stay informed, National Headquarters provides periodic updates.

Because many members join for the current year in the spring (between April and June), National Headquarters provides supplemental post cards and rosters for this period. These are printed in July and sent to the respective departments for further distribution. If the post believes they should have gotten this information, and has not received it by the end of August, it is suggested the post contact the department for an explanation. Any cards included would be for those who joined since the pre-printed cards/rosters were sent in April.

The information on the printouts relates to the codes in the far-right column with a further description in the legend provided at the end of the roster. They cover new members, address changes, deceased members, and membership transfers (in and out).

April	Initial rosters and cards printed for next membership year
July	New members' cards since April and roster to include all changes since April
October	Changes since July (roster only)
January	Changes since October (roster only)

Note: Only the first roster (April) will contain the full membership; subsequent rosters will be limited to changes for the time period indicated.

Honorary membership

Honorary, associate, social or guest memberships in The American Legion are not legal. As provided in the Constitution and By-Laws, Article IV, Section 2, "There shall be no form or class of membership except an active membership." This is not to be confused with honorary life membership, explained below.

Honorary life membership

Almost since the founding of The American Legion in 1919, posts have recognized their outstanding members for exceptional service or accomplishment by awarding what are known as honorary life memberships. Various metal life membership cards and other items can be purchased from Emblem Sales. Your department may have rules pertaining to the granting of this type of membership. The post assumes the responsibility of paying dues annually for the remainder of the member's life.

Note: New and even longtime experienced officers sometimes overlook honorary life members at dues paying time, which may result in a membership lapse. To avoid this happening, it may be prudent for the post to purchase a Paid-Up-For-Life (PUFL) membership.

Posts do not need to request a "C" code (no bill) for PUFL or honorary life members; a code is automatically added to the member's record so dues renewals will not be sent (**see Member Data Form, page 11**).

Paid Up For Life (PUFL) membership

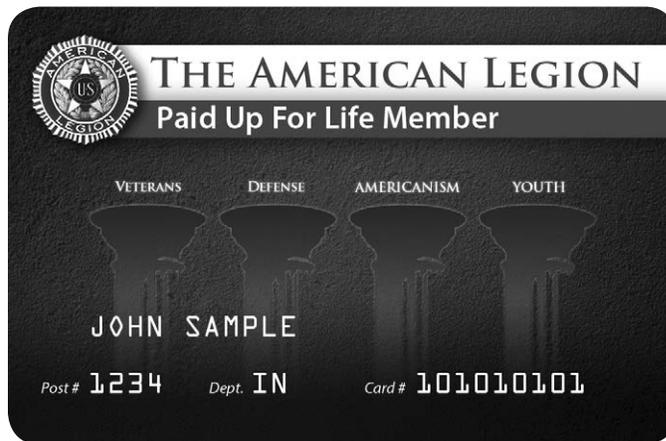
In 2014, The American Legion rolled out a simplified application process and cost calculation formula for the national PUFL plan. Anyone who is currently an American Legion member or who is eligible for membership may become a PUFL member.

- Legionnaires can apply for a PUFL membership online at **www.legion.org/join/pufl**. After providing a name and member ID number, the member will receive a cost quote; he or she can pay by credit card or print out a personalized form and mail it in with a check. Those without an ID number can contact Customer Service at **1-800-433-3318** for their personalized offer.
- Lifetime membership is paid either in one payment or charged to his or her credit card in 12 equal monthly payments. Once a member fulfills the PUFL membership dues, he or she will be protected from any future dues increases at the post, department or national levels.
- If the member pays in full online, he or she will receive a \$100 automatic discount applied at the time of application.
- Beginning July 1, 2015, National Headquarters will no longer accept PUFL applications that were previously distributed in bulk to departments or posts. This includes any PUFL application reflecting a rate chart with the effective date of October 2009 or earlier.

**PAID
=UP FOR=
LIFE**

All PUFL applications must be submitted to National Headquarters by one of three methods:

Online applications. The member obtains a rate quote and/or submits an electronic application at **www.legion.org/pufl**. Once the quote is received, the member can opt to apply online, causing their record to appear for confirmation. Once confirmed and payment is complete, the member clicks "Submit." to finish the application process. **Note:** For those without Internet access, the post



or department can perform the process. A link to the PUFL application page has been added to **myLegion.org** for posts and departments.

Printable applications. The member obtains a rate quote and/or prints an application at **www.legion.org/pufl**. Once the quote is received, the member can opt to print an application to complete and mail to National Headquarters. The application will be pre-filled with the member's name, address, birth date, ID number and total cost of PUFL membership. (Any updates can be noted on the application.) The member simply mails the application and payment to National Headquarters at the address on the form. **Note:** For those without Internet access, the application should be printed by the post or department and forwarded to the member for completion. A link to the PUFL application page has been added to **myLegion.org** for posts and departments.

Call customer service. Members can speak to a customer service specialist by calling toll free **1-800-433-3318**. They can answer questions regarding cost, process or a particular member, as well as print and mail PUFL applications or take them over the phone. **Note:** This should not be considered the primary procedure, as members, posts and departments have this ability.

- Those whose annual post dues exceed \$41 should contact Customer Service at **1-800-433-3318** or their department headquarters for a correct cost calculation.
- A PUFL member may transfer to another participating post. Should a PUFL member hold membership in a post whose charter has been canceled and no other post is available to accept a transfer, the unused portion of the original fee, if any, will be refunded. The same rule applies in the event that the member is expelled by action of his or her post or department headquarters.
- When paid in full, the member will receive a permanent plastic card identifying him or her as a lifetime member, as well as an annual American Legion membership card each year.
- No refund will be made if the member chooses to cancel membership, discontinue participation in the monthly payment plan or if National Headquarters must close an account due to delinquency.
- If a member chooses the monthly payment option and cancels or defaults, the member will not be eligible to participate in the monthly payment plan in the future. However, he or she may resubmit an application with full payment at any time. (Any funds previously submitted on the cancelled account will not be credited to the new application.)
- Once National Headquarters receives and processes an application, the member's post will be notified and allowed up to 30 days to challenge it. Departments will be copied on the notification.
- For general questions about the PUFL program, contact Internal Affairs at **(317) 630-1330**.

SECTION IV – MYLEGION.ORG

National Headquarters has a secure website to assist post officers in their day-to-day membership processing duties. All features listed below are available to the post at no charge. To register for myLegion, posts must first complete and submit an authorization form at www.mylegion.org.

Membership tools

- View member information for post and squadron data.
- Track members who have renewed online.
- Submit Member Data Form changes electronically, with the exception of adding new members, processing renewals and transferring members. Those three processes must continue to be transmitted to the department. All member data changes submitted electronically through myLegion are submitted to department headquarters in a weekly file from National Headquarters, eliminating the need to complete or mail paper forms for address changes, phone number updates, deceased notifications, etc.
- Generate rosters for current, expired, deceased and undeliverable members. Data is also available in CSV file format allowing users to work with the data in other applications.
- Submit Consolidated Post Report (CPR) electronically.
- Search for headquarters post and expired members in a specified area to help grow your post membership.

Get connected

- Communicate with your members by publishing post announcements, photos, calendar events and newsletters. These publications can be viewed by members who are registered on myLegion and by using the Post Locator at www.legion.org.
- Join the officers-only forum to discuss membership ideas and issues facing today's veterans.

Manuals and brochures

- Download the *Officer's Guide and Manual of Ceremonies*, *Post Adjutant's Manual* and other publications essential to your day-to-day operations.
- Promote The American Legion in your community using brochures explaining Temporary Financial Assistance (TFA), Family Support Network (FSN), National Family Week and other Legion programs.
- Take advantage of suggested speeches prepared by National Headquarters for Memorial Day, Veterans Day, Flag Day, Pearl Harbor Day and The American Legion Birthday.
- Access the *Dispatch* online.

Site security

MyLegion.org is a secure site that requires a user name and password to access. The site is registered using the post adjutant's information on file at National Headquarters. If the user name or password is lost or forgotten, that information will only be provided to the post adjutant. It is the adjutant's responsibility to provide user name and password information to only trusted sources.

SECTION V – NATIONAL EMERGENCY FUND (NEF)

- **Eligibility**
- **How to apply**
- **Contributions**

The National Emergency Fund program is one of the best examples of “veterans helping veterans” through The American Legion. Since the NEF was re-established in 1989, the no-strings attached disaster relief program has helped thousands of American Legion members and their families to recover from declared natural disasters.

Every post officer should understand how to prepare for disasters so that your American Legion post can provide immediate and responsive care to members affected.

Eligibility

There are no premiums to pay into the NEF program. Rather, grants are made to Legionnaires in need. The only requirements on behalf of the Legionnaire are:

- Must be a current-year paid member of The American Legion, Auxiliary or SAL
- Must be a member in good standing with their post, unit or squadron
- Must have been a current member prior to the date of disaster
- Must be a declared natural disaster by a government authority (national, state or county)
- Must be temporary or permanently displaced from residence
- Must be submitted within 90 days of disaster

Only one grant per household can be considered. The NEF does not cover damages to automobiles, outbuildings (such as sheds and barns), apartments or businesses. Nor is the NEF program to take the place of, or supplement, insurance compensation. It is only meant to assist our members if they lose, or are displaced from, their homes due to a declared natural disaster. Subsequently, incidents stemming from accidental fires in the home or faulty structural damages do not fall within the confines of the NEF.

American Legion posts are eligible to receive grants from this fund, if damaged by declared natural disaster. The application must be supported by substantiating documentation that the post will cease to perform programs and activities in the community due to losses sustained.

How to apply

NEF grant applications may be obtained by contacting your department headquarters or National Headquarters at **(317) 630-1205**, or online at **www.legion.org/emergency**. The application has instructions explaining what information is required.

The processing time for an NEF grant depends on how soon the completed application is received at National Headquarters in Indianapolis.

At the very minimum, the NEF application should include:

- Copies of estimates of damage
- Photographs of the damage or statements from post, district or department headquarters
- Description of loss and length of displacement
- Temporary housing costs such as rental, motel or hotel costs
- Any other supporting documentation

Failure to include all the required information could delay the processing of the grant. Supporting documentation and photographs provided in support of the grant application will not be returned.

Once the grant application is completed, it must be forwarded to department headquarters, where grant applications are reviewed and damages are assessed. The department commander and adjutant determine the grant amount. The amount of the grant is not to exceed \$3,000 for individuals and \$10,000 for posts. The department commander and adjutant sign the grant application and then forward it to National Headquarters, which grants final approval and issues a check to the Legion member or post and forwards it to department headquarters for distribution.

Contributions

Since October 1989, the NEF program has provided more than \$10 million in direct financial assistance to Legionnaires, Auxiliary and SAL members and posts. All contributions made to this fund are distributed directly to the Legion family member in need. There are no administrative or fulfillment costs. Every dollar raised goes into a special account, and the funds are used solely to assist members and posts in need.

Contributions from Legionnaires and members of the Auxiliary and SAL have helped thousands rebuild their homes and lives and kept American Legion posts from closing. For more information about how to donate or how your post can contribute, visit www.legion.org/emergency.

Be prepared

Post officers are the first lines of assistance to members when a disaster hits. You are the ones on site providing comfort and initiating the NEF process. So pre-position your post to be able to provide immediate support as soon as the disaster occurs.

Discuss with the post executive committee and your members who will do what when a disaster strikes. For instance, the adjutant may report immediately to set up the post as a shelter. The commander may report to the command post while the first vice commander and other officers visit Legionnaires who live in their part of town. If possible, and only if cleared by the authorities, venture out to their areas to see if members need assistance. Bring a camera along, as affected members may not have access to one.

A natural disaster leaves its mark not only on the landscape but on the psyches of those affected. The American Legion should be there for its members in their time of need. Do some planning and be in position to help your Legionnaires before, during and after a disaster through the NEF program.

SECTION VI – AMERICAN LEGION EXTENSION INSTITUTE

Each post should encourage its members to learn as much as possible about the history of The American Legion. This will ensure they know what we've done, what we're doing and where we're headed as an organization. Such training also develops our current and future leaders.

In 2012, The American Legion introduced an updated version of the American Legion Extension Institute (ALEI). The online course is intended to educate and empower new or inactive American Legion, Auxiliary and SAL members. As a multimedia training tool, ALEI is an opportunity to learn and discover the rich history, programs, policies, developments, positions and goals of our organization.

The 90-minute course has six modules: History and Organization, Veterans Affairs & Rehabilitation, National Security, Americanism and Children & Youth, plus a course wrap-up and comprehensive final exam. ALEI centers on The American Legion's four pillars, each of which offers a variety of programs that benefit veterans, servicemembers, their families, America's youth and citizens.

To take the course, go to www.legion.org/alei or visit myLegion.org. The cost is \$4.95 for members of the Legion and SAL, and \$9.95 for others.

SECTION VII – RESOLUTIONS

If you have an idea that will improve the operations and service of The American Legion, put that idea into words, in the form of a resolution. First, the resolution must be passed by your local post and then by your district at its annual convention. All resolutions passed at a district convention are delivered to the resolutions committee at the next department convention. There, you should appear before the resolutions committee and plead for the passage of your resolution. You should also be prepared to speak for its passage when it comes to the floor of the department convention. All resolutions pertaining to the national organization that are passed at the department level are forwarded to the national convention. See the *Resolution Booklet* at www.legion.org/publications, located under “Public Relations.”

Because resolutions adopted by your membership represent formal expressions of the official opinion or will of the post, extreme care should be devoted to their preparation and thought content. The following guidelines and suggestions relate primarily to the form your post’s resolutions should take, rather than their content. However, keep in mind that any proposal transmitted beyond your post and must be “germane” – that is, closely related to the purpose for which The American Legion exists.

Resolutions requiring county, district or department consideration must be prepared and forwarded according to their respective regulations and by-laws. A well-written resolution stands a better chance of getting favorable consideration at your county, district or department convention than a resolution that is vaguely worded, poorly documented and carelessly formulated.

From the standpoint of the policies and practices of The American Legion, resolutions are all-important. The national organization cannot act on a given problem in the absence of a controlling resolution; conversely, it must act on a matter when mandated to do so by a resolution that has been properly adopted by the National Convention or National Executive Committee. If your post seeks to be a leader in the Legion’s policies and practices, it can do so only through the resolution process.

In some posts, the member who moves the adoption of a resolution must present it in writing at the time the motion is offered. Other posts follow the practice of assigning a member or special committee the task of drafting and editing resolutions to be sent forward for convention consideration. However, it remains the responsibility of the post commander to make sure each resolution truly reflects the sense of the action taken by the post – and is presented in the best possible form.

Except for certain details (see the *Officer’s Guide and Manual of Ceremonies*), the national organization has not established an official style guide for the preparation of resolutions. However, certain general considerations apply to all resolutions being forwarded for action by the national organization:

- A resolution should contain supporting documents, and its intent should be clearly defined.
- A resolution should be free of errors of fact and law.
- A resolution should have material relevance to the aims and purposes of The American Legion. (On the latter point, the NEC specifically cautions American Legion posts to beware of becoming a channel through which non-Legion organizations seek to achieve their goals.)

A resolution should deal with only one subject. Those that attempt to treat more than one subject are unwieldy to consider at conventions, especially if they involve matters that do not fall within the jurisdiction of a single committee of the convention. They are generally rejected or amended to delete reference to more than one subject.

SECTION VIII – POST SERVICE OFFICER

For most veterans, the post in their community is “The American Legion,” not the national or department headquarters. This means that veterans needing help are going to look for it at the local post.

The post service officer (PSO) may serve as the initial contact between The American Legion and the veteran, providing basic information and assistance, including referrals to the department service officer (DSO). The PSO, in most instances, is not a professional service officer, nor is he or she an accredited representative of The American Legion (the exception would be when a professional service officer – county, state or American Legion – also serves as the PSO for his or her post). The PSO doesn’t need to be an expert in veterans law or benefits. What is important is for the PSO to have a strong desire to serve veterans.

Training for PSOs is the responsibility of the department. It is important for the PSO to establish a working relationship with the professional American Legion DSO and ensure that any paperwork submitted by the veteran is forwarded to the DSO in a timely manner.

National Veterans Affairs & Rehabilitation points of contact

VA&R policy and general information	(202) 263-5759, var@legion.org
VA health care or hospital issues	(202) 263-2998, var@legion.org
Environmental hazards (Gulf War, etc.)	(202) 263-2991, gulfwar@legion.org
Military discharge upgrades	(202) 263-2994, var@legion.org
Claims assistance/service officer	(800) 433-3318, var@legion.org
Appealed claims (Bureau of Veteran Affairs)	(202) 530-9141, var@legion.org
Veterans preference and employment issues	(202) 263-5771, econ@legion.org
VA&R brochures	(202) 263-5759, var@legion.org

SECTION IX – FUNERAL HONORS

The rendering of military funeral honors is a way to show the nation’s deep gratitude to those who, in times of war and peace, have faithfully defended our country. This ceremonial paying of respect is the final expression of thanks from a grateful nation to the veteran’s family. A DoD website, <https://www.dmdc.osd.mil/mfh/> provides the general public with information on military funeral honors, as well as helpful links to related military and veterans websites. The site also serves as a resource tool for funeral directors as they assist veterans’ families in arranging for military funeral honors.

The law requires that, at a family’s request, an eligible veteran shall receive a military funeral honors ceremony that includes folding and presenting the U.S. burial flag along with the playing of Taps. The law defines a military funeral honors detail as consisting of two or more uniformed military persons with at least one member of the honor guard being from the veteran’s branch of service.

The DoD program calls for funeral home directors to request military funeral honors on behalf of a veteran’s family. Veterans service organizations such as The American Legion may assist in providing military funeral honors. When military funeral honors at a national cemetery are desired, they are arranged by the funeral home prior to the committal service. A notice of at least 48 hours is required to organize the funeral honors detail.

The funeral director will assist you and answer your questions regarding grave markers. Family members can also write to VA at **Military Funeral Honors, 10100 Reunion Place, Suite 260, San Antonio, TX 78216-4138**.

The *Officer’s Guide and Manual of Ceremonies* is another excellent resource for funeral honors or for when your post wishes to form an honor guard. Be sure to contact your department headquarters, which may be the best resource of all.

SECTION X – THE AMERICAN LEGION MAGAZINE & DISPATCH

The American Legion Magazine

Every member is entitled to a subscription to *The American Legion Magazine* for each year's paid membership. There will not be a lapse in the subscription if the member's card for the next year is transmitted promptly to department headquarters and reaches National Headquarters' data services section before the previous year's subscription has expired. The following are ways to speed the delivery of the magazine:

- As soon as a member signs up, send the completed left and center sections of the 3-part card to department headquarters. The department will then send it to National Headquarters.
- Type or print all required information on the card.
- Advise data entry immediately of an address change by completing the Member Data Form (**see page 11**).
- Answer correspondence requesting subscription information as soon as possible.

Remember ...

- It takes up to 45 days to add a name to the mailing list. To meet mailing deadlines, closing dates for receiving cards are set from 30 to 45 days prior to these dates.
- It takes up to 60 days to change an address. As with subscription cards, closing dates are established to meet deadlines.
- Complete information is required to enter a subscription. *The American Legion Magazine* is mailed second class and, as a result, the list must be processed and maintained in strict accordance with U.S. postal laws and regulations and those of the Audit Bureau of Circulation. After receiving 12 issues, a member will not get a magazine unless a new card is received.

Dispatch

Post leaders can keep up to date on membership incentives, post redevelopment activities and other important topics via *Dispatch*, which is available online, in print and in an e-newsletter. *Dispatch* is a national four-color glossy newsletter published monthly and after the Spring and Fall Meetings at an annual subscription rate of \$15; National American Legion Press Association members can subscribe at a \$6 annual rate. Complimentary subscriptions are sent to all posts through the post adjutant, who is strongly encouraged to share the publication with officers and other post members. Display it on your bulletin board or use excerpts in your post newsletter. The *Dispatch* encourages departments and posts to reprint articles, crediting *Dispatch* as the source.

To subscribe to the print *Dispatch*, write to The American Legion *Dispatch*, National Headquarters, P.O. Box 1055, Indianapolis, IN 46206 or call **(317) 630-1221**.

Dispatch stories are available 24/7 on **www.legion.org/dispatch**. The site is updated regularly and offers resources for post leaders.

The *Dispatch* e-newsletter is delivered to inboxes monthly. There is no cost. To receive the e-newsletter, sign up at **www.legion.org/subscribe**.

SECTION XI – MILITARY AWARDS, DECORATIONS & RECORDS

The American Legion receives many requests from Legionnaires and other veterans related to the National Personnel Records Center (NPRC) in St. Louis. These requests range from seeking information on lost records, military awards, decorations and requests for Standard Form 180 (SF 180). A blank SF 180 is on pages 30-31 for your use. Download a copy online at www.archives.gov/veterans/military-service-records or contact the National Archives and Records Administration (NARA) at **(314) 801-0800**. To request medical emergency information from service records, contact NPRC at **1-866-272-6272**.

Requests for the issuance or replacement of military service medals, decorations and awards should be directed to the specific branch of the military in which the veteran served. However, for Army Air Corps, Air Force and Army personnel, NPRC will verify the awards to which a veteran is entitled and forward the request with verification to the appropriate service for issuance of the medals.

Use NARA to create a customized order form to request information for you, or your relative's, military personnel records. You may use the system if you are a military veteran or next of kin of a deceased, former member of the military. The next of kin can be a surviving spouse who has not remarried, father, mother, son, daughter, sister or brother.

If you are not the veteran or next of kin, you must complete the SF 180. Submit a separate request (either SF 180 or letter) for each individual whose records are being requested.

The Cold War Recognition Certificate

The recognition certificate, signed by the Secretary of Defense, is for all members of the U.S. Armed Forces and qualified federal government civilian personnel who faithfully and honorably served anytime during the Cold War era, defined as September 2, 1945 to December 26, 1991. Download the form online at <https://www.hrc.army.mil/site/active/tagd/coldwar/default.htm>.

Presidential Memorial Certificate (PMC)

The Presidential Memorial Certificate is an engraved paper certificate, signed by the president, to honor the memory of honorably discharged deceased veterans. The Department of Veterans Affairs (VA) administers the PMC program by preparing the certificates, which bear the president's signature and express the country's grateful recognition of the veteran's service in the U.S. Armed Forces. Eligible recipients include the deceased veteran's next of kin and loved ones. More than one certificate may be provided.

Eligible recipients, or someone acting on their behalf, may apply for a PMC in person at any VA regional office or by U.S. mail only. Requests cannot be sent via email. There is no form when requesting a PMC. Include a copy of the veteran's discharge and death certificate. Submit copies only, as VA cannot return original documents.

If you would like to request a PMC, fax your request and all supporting documents to **(800) 455-7143** or mail your request to Presidential Memorial Certificates (41A1C), Department of Veterans Affairs, 5109 Russell Road, Quantico, VA 22134-3903. If you have questions about the certificate you have received, a request you have already sent in or about the program in general, call **(202) 565-4964**.

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. **Release of information:** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **must provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death; funeral director's signed statement of death, or verdict of coroner's jury.**

b. **Fees for records:** There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. **Release of Information:** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. **Fees for Archival Records:** Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting. For more information see <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.**

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>*

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

DD Form 214 or equivalent. When was the DD Form(s) 214 issued? YEAR(S): _____
If more than one period of service was performed, even in the same branch, there may be more than one DD214.

This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. **An UNDELETED DD214 is ordinarily required to determine eligibility for benefits.** Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.

An undeleted copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214 . .

The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission **must** be provided: _____
- Other** (Specify): _____

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits Employment VA Loan Programs Medical Genealogy Correction Personal
- Other, explain: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.) No signature required for Archival records.

- Military service member or veteran identified in Section I, above Legal guardian (Must submit copy of court appointment.)
- Next of kin of deceased veteran: _____ Other (specify) _____
(Relationship)

MUST HAVE PROOF OF DEATH - See item 2a on instruction sheet.

2. SEND INFORMATION/DOCUMENTS TO:
(Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE WHEN REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct. No signature required for Archival records.

Name	Signature Required - Do not print	Date
Street	() Daytime phone	() Fax Number
City	Email address	
State	Zip Code	

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers	7	
	Former National Guard/USAR personnel	14	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTARA) 18420 E. Silver Creek Ave. Bldg. 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command ATTN: AHRC-PDR-V 1600 Spearhead Division Ave., Dept 420 Fort Knox, KY 40122-5402 askhrc.army@us.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (PSD-MR) MS7200 US Coast Guard 4200 Wilson Blvd., Suite 1100 Arlington, VA 29598-7200 http://uscg.mil/psc/adm	8	<i>Reserved.</i>	13	<i>Reserved.</i>
4	Headquarters U.S. Marine Corps Manpower Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	<i>Reserved.</i>	14	National Personnel Records Center (Military Personnel Records) 1 Archives Dr. St. Louis, MO 63138-1002
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		<i>eVetRecs!</i> http://www.archives.gov/veterans/military-service-records/

QUICK REFERENCE GUIDE

AMMUNITION See the *Officer's Guide and Manual of Ceremonies*.

AUXILIARY Certification of American Legion membership determines eligibility for membership in the American Legion Auxiliary, the American Legion Junior Auxiliary, and Sons of The American Legion (see the *Officer's Guide and Manual of Ceremonies*).

BINDERS FOR MEMBERSHIP REGISTERS Consult the current Emblem Sales catalog for prices or look online at www.emblem.legion.org.

BURIAL FLAGS VA establishes eligibility. The local funeral director will assist you in obtaining a flag. Find more information online at www.cem.va.gov/cem/bbene/bflags.asp.

CERTIFICATES National Headquarters issues certificates recognizing 50, 60, 70, 75, 80 and 85 years of continuous membership (**see page 11**).

CERTIFICATION OF OFFICERS It is extremely important to provide your department with a list of all post officers immediately following their election. This must be done annually.

CHANGE OF ADDRESS Be sure to notify department headquarters of any change of address of any member of the post by completing the Member Data Form (**see page 11**).

CLUB ROOMS Consult your judge advocate for best practices in club room operations and liability issues. For suggested management, planning, and record-keeping involved in the club room, see the *Post Operations Manual*, available free of charge from Internal Affairs & Membership Division, The American Legion, P.O. Box 1055, Indianapolis, IN 46206 or call **(317) 630-1321**. The *Post Operations Manual* and most national Legion publications can be downloaded online at www.legion.org/publications.

CONSTITUTION AND BY-LAWS See the *Officer's Guide and Manual of Ceremonies*.

CUSTOMER SERVICE National Headquarters' customer service division handles member inquiries from individual members, posts, districts and departments. Inquiries may be submitted in writing to American Legion Customer Service, 5745 Lee Road, Indianapolis, IN 46216. You may also reach Customer Service at **1-800-433-3318** or **(317) 860-3111** between 8 a.m. and 4:15 p.m. EST Monday through Friday, by fax at **(317) 860-3130** or email cs@legion.org. **Note:** This should not be confused with Emblem Sales Customer Service.

EMBLEM SALES / SUPPLIES Each post commander and adjutant receive a copy of the latest Emblem Sales catalog. Additional copies may be obtained from Emblem Sales online at www.emblem.legion.org or call toll free at **(888) 453-4466**.

RIFLES (CEREMONIAL) See the *Officer's Guide and Manual of Ceremonies*.

SURPLUS MILITARY EQUIPMENT See the *Officer's Guide and Manual of Ceremonies*.



THE AMERICAN LEGION
NATIONAL HEADQUARTERS

P.O. Box 1055
Indianapolis, IN 46206

 www.legion.org

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