THE AMERICAN LEGION

2018

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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Please see 36 U.S.C. Section 21704: The Corporation (The American Legion) may provide guidance and leadership to organizations (departments) and local chapters (posts) ... but *may not control or otherwise influence the specific activities and conduct of such organizations (departments) and local chapters (posts)*. (emphasis added)

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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 arising problem, 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 are 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 post adjutant is not just a recorder of minutes at a meeting; the role requires a lot more. The adjutant is similar to a first sergeant of a military unit, around whom all post activities revolve. Many posts retain a good adjutant in office over a period of years as opposed to a one-year position.

The adjutant should provide continuity for 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, assists the work of other officers and committees, and publishes official orders, announcements and instructions.

The adjutant's office is the conduit for communication with all levels of the organization and a clearing-house for all post activities. The adjutant assists new officers and committees in getting started with their work and completing their endeavors.

Suggestions for the adjutant

The only indispensable qualifications are honesty and willingness. 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 extremely useful tools to an adjutant.

Your meeting minutes should be typed, printed and 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 concerning their connection with The American Legion. You should provide your members with the information they need to fully engage with the organization. The adjutant conveys information and instructions to them through regular communication.

A file of *The American Legion Magazine* and department and post periodicals, if any are published, should be kept and made available to members.

Bulletins are periodically mailed to post commanders and adjutants. The adjutant should forward applicable information to each committee chair. Your department headquarters' official contact with the post is the commander and adjutant. The adjutant should forward communications received from department headquarters and National Headquarters to the members.

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.

The Sons of The American Legion squadron name will always reflect the American Legion post's name.

Location change

If a post requests a location change, a letter from the post adjutant, commander or an 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.

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 with a copy for your post, department headquarters and National Headquarters. The name of the new post on the temporary charter may be changed when the permanent charter application 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 and sent to department headquarters to be signed and forwarded to National Headquarters for the issuance of the charter. 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 submitting a supplemental charter form, you are required to attach a copy of your Articles of Incorporation, issued by the state. This is available from your department headquarters.

If the name of the post 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 post 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 obligated to file an Annual Information Return (Form 990), or maintaining a bank account, to 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 20)** and is available for download at **www.legion.org/publications**, under "Membership Service."

In addition, the CPR can be submitted electronically online, through your post **myLegion.org** portal.

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. The narrative report will be reviewed by personnel at National Headquarters. Each post has a story to tell, and when we speak collectively the message of our story 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.

	ELIGIBLE	NON-ELIGIBLE
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.

If the contacted prospect wishes to join, he or she completes the application form, certifying dates of service in the U.S. Armed Forces, character of discharge, branch of service and birth date. Then the applicant submits the form with payment. 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 or through your post **myLegion.org** portal. Utilizing these lists is an excellent way to increase post membership, boosting American Legion engagement in your community and giving veterans 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 every post receiving a transfer to verify the 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 are payable. 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 **(see Annual Post Data Report on page 6)**. When the post's annual dues or remittance address change, immediately inform your department.

Post mailing address

Your post should use a permanent mailing address – either a post office box or the physical location of the post. Do not use the address of the adjutant or other individual unless no other address is available. Difficulties arise when post officers change, move or become incapacitated.

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 are noted as honorary life members, 50-year members, past commanders, etc. If your post has members to whom renewals should not be sent, either note it on the member's profile page using the post **myLegion.org** portal or notify your department in writing using the following format:

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

Member ID #	Honorary Life Member Name	Member Address
123654789	*John Sample*	*4321 Main St., Anytown, IN 46204 (example)*

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 2019 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.

2019 RENEWAL NOTICE SCHEDULE

	CUTOFF DATES	RENEWAL DATES
	MAY 17, 2018	JULY 3, 2018
	SEPTEMBER 20, 2018	OCTOBER 10, 2018
	OCTOBER 25, 2018	NOVEMBER 17, 2018
	DECEMBER 18, 2018	JANUARY 5, 2019
	FEBRUARY 18, 2019	FEBRUARY 28, 2019
	APRIL 18, 2019	APRIL 27, 2019

Department transmittals received by National Headquarters after the cutoff date will not prevent a subsequent dues renewal notice being generated and sent to the member on the renewal date. To ensure members do not receive additional renewal notices, mail transmittals to your department two to three weeks prior to the cutoff date, or pay your members' dues directly to National Headquarters through your post **myLegion.org** portal.

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. 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)** or by editing the members' profile page on the post **myLegion.org** portal.

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 in time to be presented 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, correct their records using a Member Data Form or directly online using the post **myLegion.org** portal.

Member Data Form (MDF)

The Member Data Form is a multipurpose form for tracking and providing accurate information on post members. There are separate forms for American Legion (Stock No. 30-001) and Sons of The American Legion members (Stock No. 00-007). Both forms are available from department headquarters. With the exception of transferring members from one post to another, all information changes noted on a MDF can be edited directly on the national database using the post **myLegion.org** portal.

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

The Member Data Form can be used to report:

Deceased member	Continuous years	Name correction
Address change	First war era served	Branch of service
Telephone number	Date of birth	Honorary life member
Email address	Gender*	Post transfer**

*Not available on SAL MDF (Stock No. 00-007)

**Function only available using MDF

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 changed in post membership records.

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.

IMPORTANT! Always ask a prospective member if he or she currently is or has been a member. If the veteran 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.

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 membership record entered in the database. Such transfers risk the member losing his or her continuous membership record.

The member will also likely receive renewal notices from National Headquarters asking for dues to be paid to both the former and current posts.

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, 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. No additional payment is required, even if the annual dues amount is higher in the post receiving the transferred member.

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.

In many cases, the Legionnaire will wish to transfer membership to a post in the community. Some of these Legionnaires, however, are involved in temporary moves, have a life membership "back home," or have sentimental feelings toward their post. Regardless, contacting these American Legion members welcomes them to your community and activities at your post.

Access to Project Stay Active member information is also available online through the post **myLegion.org** portal (**see page 20**).

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 and middle portions of the pre-printed 3-part card are identified as the national card and the 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 collecting and correcting members' information. Procedures on making these changes are described as follows:

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 use the Member Data Form when transferring members **(see page 11)**.

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**). The identifier is used to keep each member unique from other members and should be used whenever you contact to department headquarters or National Headquarters concerning a member. Use the 9-digit identification number to ensure the correct member's issues are addressed quickly and accurately.

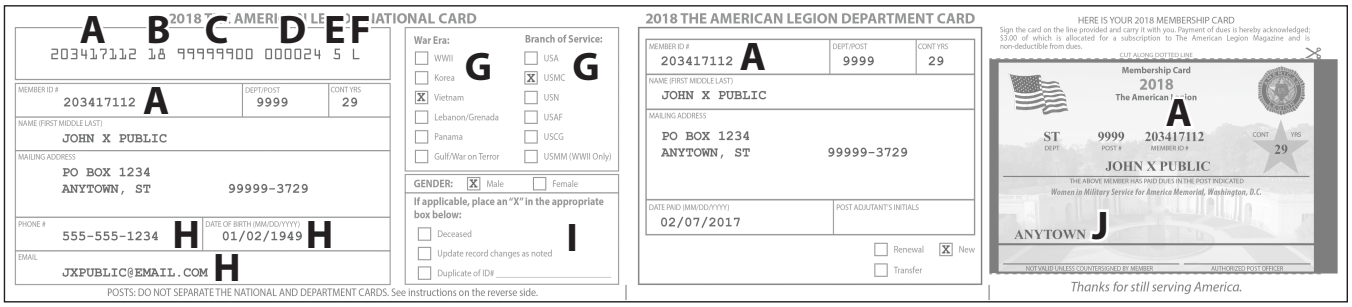
Post name

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. Do not mark in this area. Marks cause processing errors.

Guide to the pre-printed card information



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 and one branch of service in which a member served is indicated. Update if blank on pre-printed card.

H Current phone number, date of birth and member's email address. Update if blank on pre-printed card.

I Member gender identifier. Update if blank on pre-existing card.

J Update as appropriate.

K City in which the post is located

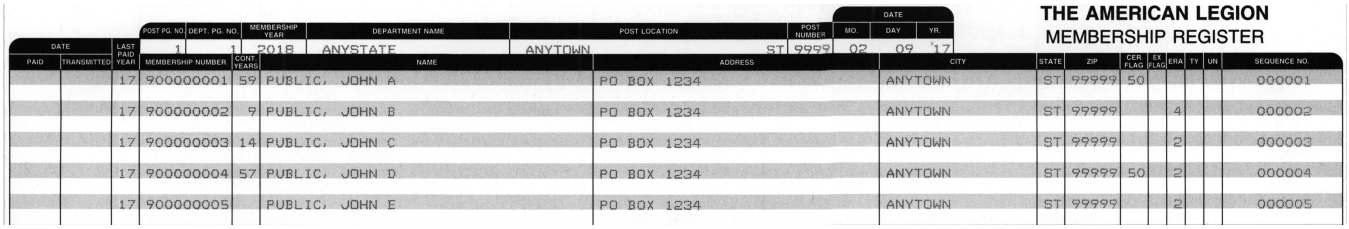
Membership register

- **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 in the membership roster graphic:

Guide to the post membership roster



THE AMERICAN LEGION
MEMBERSHIP REGISTER

POST PG. NO.	DEPT. PG. NO.	MEMBERSHIP YEAR	DEPARTMENT NAME	POST LOCATION	POST NUMBER	DATE MO.	DATE DAY	DATE YR.
1	1	2018	ANYSTATE	ANYTOWN	ST 9999	02	09	'17

DATE PAID	DATE TRANSMITTED	LAST PAID YEAR	MEMBERSHIP NUMBER	CONT YEARS	NAME	ADDRESS	CITY	STATE	ZIP	CER FLAG	EX FLAG	ERA	TY	UN	SEQUENCE NO.
		17	900000001	59	PUBLIC, JOHN A	PO BOX 1234	ANYTOWN	ST	99999	50					000001
		17	900000002	9	PUBLIC, JOHN B	PO BOX 1234	ANYTOWN	ST	99999			4			000002
		17	900000003	14	PUBLIC, JOHN C	PO BOX 1234	ANYTOWN	ST	99999			2			000003
		17	900000004	57	PUBLIC, JOHN D	PO BOX 1234	ANYTOWN	ST	99999	50		2			000004
		17	900000005		PUBLIC, JOHN E	PO BOX 1234	ANYTOWN	ST	99999			2			000005

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.
- Update blank and/or incorrect member information field.
- 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.
- Transmit the left and center sections of the card to department headquarters with member per capita dues payment.

Handling new members

Instructions on the processing of new members also apply to:

- Transfers for whom there is no pre-printed membership card (Do not send the card's left and center sections to your department if the transfer has paid for the current membership year as a member of the previous post.)
- Any renewal without 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.

Print on the center (department) section the following information:

- Member ID number (use 6-digit sequential number)
- Post number
- Years of continuous membership (one year for a new member)
- First name, middle initial, last name of new member
- Mailing address: street, city, state, ZIP code
- Complete payment date
- Post adjutant initials
- Check the "new" box

Print on the left (national) section the following information:

- Member ID number (leave blank)
- Post number
- Years of continuous membership (one year for a new member)
- First name, middle initial, last name of new member
- Mailing address: street, city, state, ZIP code
- Phone number
- Date of birth
- Email address
- First war era
- Branch of service
- Gender (check appropiate option)

Transfers should use their permanent 9-digit ID number. Put an X in the proper box in the center section to show renewal, new or transfer.

Put the date and your initials on the line in the center section to validate the card. If membership records are handled by someone other than the adjutant, the initials of that designated official are acceptable.

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. On the second line of the official membership card, you may wish to print or stamp the post name.

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, transmit the Member Data Form to your department and issue the transferring member a current-year card (right section). Discard the department and national portions of the 3-part card. It's recommended you make a notation on the membership records so you and anyone else who handles membership cards 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. Submit the members' information and ID number as they appear in the national database. To view this information, access your members' information online through your post **mylegion.org** portal or contact your department headquarters.

Replacement membership card

If it is necessary to provide a replacement card, the post can use one of the blank stocks provided. Make a notation in your membership records.

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 print 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 and note the number of the duplicated member ID. 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)** or directly online through your post **mylegion.org** portal. Don't assume your department and National Headquarters are aware the member is deceased. National Headquarters mails dues renewals periodically to unpaid members. Report deaths as soon as possible so deceased members can be removed from the mailing list to avoid causing discomfort for the family.

If a member's information is correct

If a member's information is incorrect, put an X in the "update record changes as noted" box on the left section of the 3-part card. Put a line through the misspelled information and print the corrected information below the pre-printed information on the left and middle sections of the 3-part card.

Transmitting per capita membership dues payments

Your department headquarters has specific guidelines 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 are sent intact to your 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 cards for deceased, unknown or duplicate members are being sent (all three parts) to your department with member per capita payments, keep these cards separate from those including payment.

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

By the end of 2018, posts in all departments will be able to transmit per capita membership dues payments directly to National Headquarters online through your post **myLegion.org** portal using electronic checks. Using this option will reduce the process from three to four weeks to a few days, essentially eliminating the possibility of members receiving dues renewal notices once the post submits the renewal.

Maintain your membership register for future reference

It is a good practice to keep your membership register in order and to protect it. Binders especially adapted to the membership register are available from Emblem Sales.

The average post keeps membership registers for several years. They are your historical record of past membership and your post's history.

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. For the balance of the year, until the April cycle rolls back around, activity changes for members continue to happen. To help the post adjutant stay informed, National Headquarters provides periodic updates.

Some members join 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 departments for distribution. By the end of August, if the post has not received these cards, it is suggested the post contact the department. Any cards included would be for those who joined since the pre-printed cards/rosters were produced 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 permitted. The American Legion Constitution and By-Laws, Article IV, Section 2, states, "There shall be no form or class of membership except an active membership." All members must be eligible through the nature and timing of their U.S. military service, or in the case of Sons of The American Legion members, through the nature and timing of the U.S. military service of their predecessors.

Honorary life membership

Many posts recognize their outstanding members for exceptional service or accomplishment by awarding what is known as an honorary life membership. In this option for active membership, the post pays the honored members' dues for the remainder of their lives. Various life membership cards and other items can be purchased from Emblem Sales.

Note: New and even experienced officers sometimes overlook transmitting honorary life members per capita payments. To avoid this happening, consider including your honorary life membership per capita payments with your first transmittal of the membership year (July).

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 a member or who is eligible for membership may become a PUFL member. A PUFL should be purchased to demonstrate a member's commitment to the organization. While it may end up being a hedge against dues increases, it is not a discount.

- 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 a 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.
- National Headquarters no longer accepts PUFL applications previously distributed.

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

  Online applications. Once the quote is received, the member can apply online. Once confirmed and payment is made, the member clicks "Submit" to complete 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.

  Printed applications. Once the quote is received, the member can 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. (Incorrect member information can be updated on the application.) Mail the application and payment to National Headquarters at the address provided 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 call toll free **1-800-433-3318** and speak directly to a customer service representative.

AGE	18-29	30-39	40-49	50-59	60-69	70-79	80-89	90+
FEE	$1,535	$1,399	$1,229	$1,025	$815	$599	$429	$329

If your annual post dues exceed $48.01, members should contact Customer Service at **1-800-433-3318** for the most accurate cost calculation.

- A PUFL member may transfer to another participating post.
- When paid in full, the member will receive a permanent plastic card identifying him or her as a Paid Up for Life 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, he or she 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. (Payments previously submitted on the cancelled account will not be credited to a new application.)
- The member's post will be notified and allowed up to 30 days to challenge the application. 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. To obtain a post **myLegion.org** portal, posts must complete and submit an authorization form at **www.mylegion.org**.

Membership tools

- View and update post and squadron member information data.
- Track member renewal online.
- By 2019, posts in all departments will have the option to transmit per capita dues renewal payments directly to National Headquarters using electronic checks.
- Generate and print rosters for current, expired, deceased and undeliverable members.
- Download member data in Comma Separated Value (CSV) file format to use the data in other applications, such as Excel.
- Submit Consolidated Post Report (CPR) electronically.
- Search for headquarters post and expired members near you to help grow your post.
- Print pre-formatted letters to mail to potential members in your area.
- Print pre-formatted letters to mail to expired members of your post.

Get connected

- Engage in the online forums to discuss ideas and issues facing today's veterans and American Legion posts.

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 online *Dispatch*.

Site security

MyLegion.org is a secure site requiring 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, access information will be provided only to the post adjutant. The adjutant is the steward of the post **myLegion.org** portal and is responsible for managing the user name and password information effectively. Access should be guarded but entrusted to those post officials who need access to the data to effectively perform their roles for the benefit of your post.

SECTION V – NATIONAL EMERGENCY FUND (NEF)

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

The National Emergency Fund program is one a great example of veterans helping veterans through The American Legion. This "no-strings-attached" disaster relief program has helped thousands of American Legion members and their families to recover from declared natural disasters.

Eligibility

There are no premiums to pay into the NEF program. Rather, grants are made to Legionnaires and Sons of The American Legion members in need. The only requirements are:

- Applicant must be a current member (or post) of The American Legion or SAL in good standing prior to the date of the disaster
- Area of residence must be a declared natural disaster by a government authority (national, state or county)
- Applicant must be temporarily or permanently displaced from residence due to damage occurring during a natural disaster
- Application request covers immediate needs (temporary housing, food, water, clothing, diapers, etc.)
- Only one grant per household, per disaster

Application requirements

For the quickest response, applications should:

- Be submitted to department headquarters within 90 days of disaster
- Include supporting data (photos, receipts, estimates, post/district/department officer statements, etc.) attesting to damage of the residence as well as costs incurred while displaced

- Substantiate damage to the post occurring directly from the declared natural disaster, and how the American Legion post will cease to provide "four pillar" support and activities to the local community due to sustained losses

How to apply

NEF grant applications may be obtained by contacting your department headquarters or National Headquarters at **(317) 630-1330**, or online at **www.legion.org/emergency**.

Not including all the required information can delay the grant processing time. Supporting documentation and photographs provided in support of the grant application will not be returned.

Once the grant application is filled out completely, it is submitted to department headquarters, where grant applications are reviewed and damages are assessed. The department commander and adjutant recommend 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 for the applicant 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, 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 directly to assist members and posts in need.

Contributions to the NEF 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 line of assistance to members when a disaster hits. Position your post to provide immediate support when disaster occurs.

Develop a disaster plan for your post and assign responsibilities. Have NEF forms pre-printed for your members as access to electricity and the Internet may be an issue. Have member lists printed and available to determine which members of your post have been affected by the disaster. If permitted, go to affected areas to assist members. Bring a camera along, as affected members may not have access to one.

Helping members at a time when they feel most beaten is the quickest way to get a loyal member for life.

SECTION VI – BASIC TRAINING

In 2017, The American Legion introduced an updated online, self-paced course outlining American Legion history, values and programs. Previously known as the American Legion Extension Institute (ALEI), the course is now called BASIC TRAINING and is the first of many self-paced online courses to be offered under the American Legion Education Institute (ALEI) banner at **www.legion.org/alei**. The course is intended to educate and empower American Legion, Auxiliary and SAL members.

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. BASIC TRAINING centers on The American Legion's four pillars, which offer 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 free for members of the Legion and SAL.

SECTION VII – POST SERVICE OFFICER

Veterans are going to look first to the local post in their community for assistance with their benefits rather than search out the Legion's national or department headquarters. Having a fully informed post service officer to direct them to the best resources to address their concerns is an essential component of most active posts.

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.

It is important for the PSO to establish a working relationship with the professional American Legion DSO and local accredited veteran service representatives. Knowing how to acquire needed documentation prior to meeting with an accredited veteran service representative can help a veteran or veteran's family expedite a benefits claim.

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 VIII – 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, **mfh.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, upon a family's request, that an eligible veteran shall receive a military funeral honors ceremony, which includes folding and presentation of the U.S. flag and 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 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**.

SECTION IX – *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.

The American Legion Dispatch

The American Legion Dispatch is a monthly print newsletter providing post leaders with news relevant to membership, post activities and community support, American Legion programs, troop support, veterans benefits, the Legion's centennial and more. Complimentary copies of the *Dispatch* are provided to department commanders, department adjutants, department vice commanders, department service officers, department commission and committee chairpersons, district commanders and post adjutants. Post adjutants are encouraged to share the publication with post officers and members.

An annual subscription is available for $15 for 12 issues. To subscribe to the print *Dispatch*, call **(317) 630-1221** or write to *The Dispatch*, American Legion National Headquarters, P.O. Box 1055, Indianapolis, IN 46206.

Content from the monthly print *Dispatch* newsletter is also delivered through an e-newsletter that is free and sent directly to subscribers' email inboxes. The e-newsletter features headlines with clickable links to full stories on the *Digital Dispatch* web page at **www.legion.org/dispatch**. Sign up for this e-newsletter at **www.legion.org/newsletters**.

SECTION X – 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). STRs of persons on active duty are generally kept at the local servicing clinic. After the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180. (See item 3, Archival Records, if the military member was discharged, retired or died in service more than 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, 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. The 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 STRs 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, the 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 receive an invoice with your records.

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. 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 may preclude the release of some information.

b. Fees for Archival Records: Access to archival records are granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). If a fee applies to the photocopies of documents in the requested record, you will receive an invoice. Photocopies will be sent after payment is made. 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. If the designated address is NOT registered to the addressee by the U.S. Postal Service (USPS), provide BOTH the addressee's name AND "in care of" (c/o) the name of the person to whom the address is registered on the NAME line in Section III, item 3, on page 1 of the SF 180. The COMPLETE address must be provided, INCLUDING any apartment/suite/unit/lot/space/etc. number.

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 (ISSD), 8601 Adelphi Road, College Park, MD 20740-6001. *DO NOT SEND COMPLETED FORMS TO THIS ADDRESS*. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS LISTED 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 LEGIBLY OR TYPE BELOW.

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

1. NAME USED DURING SERVICE (last, first, full middle)	2. SOCIAL SECURITY #	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	–			☐	☐	
b. RESERVE	–			☐	☐	
c. STATE NATIONAL GUARD	–			☐	☐	

6. IS THIS PERSON DECEASED? ☐ NO ☐ YES - ***MUST*** *provide Date of Death if veteran is deceased:* _____

7. DID THIS PERSON RETIRE FROM MILITARY SERVICE? ☐ NO ☐ YES

SECTION II – INFORMATION AND/OR DOCUMENTS REQUESTED

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

☐ **DD Form 214 or equivalent.** Year(s) in which form(s) issued to veteran: _____

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**. If you request a DELETED copy, the following items will be blacked out: 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.

An UNDELETED copy will be sent UNLESS YOU SPECIFY A DELETED COPY by checking this box: ☐ I want a **DELETED** copy.

☐ **Medical Records** Includes Service Treatment Records, Health (outpatient) and Dental Records. ***IF HOSPITALIZED (inpatient)*** *the FACILITY NAME and DATE (month and year) for EACH admission* ***MUST*** *be provided:* _____

_____

☐ **Other** (Specify): _____

2. PURPOSE: (Providing information about the purpose of the request is **strictly voluntary;** however, it 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.)

☐ Benefits (explain) ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Genealogy ☐ Correction ☐ Personal ☐ Other (explain)

Explain here: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER NAME: _____

2. ☐ I am the MILITARY SERVICE MEMBER OR VETERAN identified in Section I, above.

☐ I am the DECEASED VETERAN'S NEXT-OF-KIN ***(MUST submit Proof of Death.*** *See item 2a on instruction sheet.)*

– _____

(Relationship to deceased veteran)

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

Name

Street Apt.

City State Zip Code

* This form is available at ***http://www.archives.gov/veterans/military-service-records/standard-form-180.html*** on the National Archives and Records Administration (NARA) web site. *

☐ I am the VETERAN'S LEGAL GUARDIAN ***(MUST submit copy of Court Appointment)*** or AUTHORIZED REPRESENTATIVE ***(MUST submit copy of Authorization Letter or Power of Attorney)***

☐ OTHER _____

(Specify type of Other)

4. AUTHORIZATION SIGNATURE: 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 and that I authorize the release of the requested information. *(See items 2a or 3a on accompanying instruction sheet. Without the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, authorized government agent, or other authorized representative, only limited information can be released unless the request is archival. No signature is required if the request if for archival records.)*

Signature Required - Do not print **Date**

Daytime phone Fax Number

Email address

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	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 10/1/2004 – 12/31/2013	1	11
	Discharged, deceased, or retired on or after 1/1/2014	1	13
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, IRR, Retired Reserve in non-pay 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	2	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 4/1/1998 – 9/30/2006	14	11
	Discharged, deceased, or retired 10/1/2006 – 9/30/2013	3	11
	Discharged, deceased, or retired on or after 10/1/2013	3	14
	Active, Reserve, Individual Ready Reserve or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1895	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 1/1/1999 - 12/31/2013	4	11
	Discharged, deceased, or retired on or after 1/1/2014	4	8
	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 10/16/1992 – 9/30/2002	14	11
	Discharged, deceased, or retired (including TDRL) 10/1/2002 – 12/31/2013	7	11
	Discharged, deceased, or retired (including TDRL) on or after 1/1/2014	7	9
	Current Soldier (Active, Reserve (including Individual Ready Reserve) or National Guard)	7	
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 1/1/1995 – 12/31/2013	10	11
	Discharged, deceased, or retired on or after 1/1/2014	10	8
	Active, Reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS and SELF-SERVICE WEBSITES (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

2 Air Reserve Personnel Center
Records Management Branch (DPTSC)
18420 E. Silver Creek Avenue
Building 390 MS 68
Buckley AFB, CO 80011

3 Commander, Personnel Service Center
(BOPS-C-MR) MS7200
US Coast Guard
2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7200
MR_CustomerService@uscg.mil

4 Headquarters U.S. Marine Corps
Manpower Management Records & Performance (MMRP-10)
2008 Elliot Road
Quantico, VA 22134-5030

5 Marine Forces Reserve
2000 Opelousas Avenue
New Orleans, LA 70146-5400

6 National Archives & Records Administration
Research Services (RDT1R)
700 Pennsylvania Avenue NW
Washington, DC 20408-0001

7 US Army Human Resources Command's web page:
https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents
or 1-888-ARMYHRC (1-888-276-9472)

8 Navy Medicine Records Activity (NMRA)
BUMED Detachment St. Louis
4300 Goodfellow Boulevard, Building 103
St. Louis, MO 63120

9 AMEDD Record Processing Center
3370 Nacogdoches Road, Suite 116
San Antonio, TX 78217

10 Navy Personnel Command (PERS-313)
5720 Integrity Drive
Millington, TN 38055-3120

11 Department of Veterans Affairs
Records Management Center
ATTN: Release of Information
P.O. Box 5020
St. Louis, MO 63115-5020

12 Division of Commissioned Corps Officer Support
ATTN: Records Officer
1101 Wooton Parkway, Plaza Level, Suite 100
Rockville, MD 20852

13 AF STR Processing Center
ATTN: Release of Information
3370 Nacogdoches Road, Suite 116
San Antonio, TX 78217

14 National Personnel Records Center
(Military Personnel Records)
1 Archives Drive
St. Louis, MO 63138-1002

*e*VetRecs:
http://www.archives.gov/veterans/military-service-records/

QUICK REFERENCE GUIDE

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

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**.

CONTINUOUS YEARS 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 or whenever there is a change in officers.

CHANGE OF CONTACT INFORMATION Be sure to note any change of contact information (mailing, email, phone) for any member of the post by completing the Member Data Form or directly online through the post **myLegion.org** portal.

CLUB ROOMS For suggested management, planning and record-keeping involved in the club room, see the *Post Operations Manual*. The *Post Operations Manual* and most national American 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***:* These contacts are not for issues related to Emblem Sales.

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**.

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

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

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Stock # 30-118 (Rev. 02/2018) Artwork # 89IA0218