



THE AMERICAN LEGION

DEPARTMENT OF OREGON, INC

3/15/2022

To: Post Commanders, Adjutants, and those that are acting in the capacity

Ref: Required Forms

You have received this packet of forms to be filled out and returned to Department NLT on May 15, 2022.

Every year, these forms are required even though you may not have had changes. Remember, it's a new year, and I have to make changes to rosters, etc., and send several on to the National Headquarters.

Since July 1 of last year, I have been letting everyone know that you will not receive any money owed to your Post until we receive all of these forms.

Consolidated Post Reports (CPR's) and several others are vital for National to collect data and submit to Congress what we do, and they listen. Some are required so you can have access to MyLegion.

Those that need explanations or help, please get with your District Commander to help you.

The future of our Legion is always in your hands.

Respectfully,

A handwritten signature in blue ink, appearing to read "S. Flynn Phillips". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

S. Flynn Phillips
Adjutant

cc: Department Commander
cc: Internal Affairs

2022 - 2023 CONFIDENTIAL LIST REPORT

This form must be completed and sent to Department Headquarters
with the information for this coming 2022 - 2023 Legion Year.

NOTE: Without this information, the 2022-2023 Confidential Roster will show "OLD" information.

POST NAME: _____ POST NO. _____ DIST. NO. _____

PLACE OF POST MEETINGS: Street Address _____

Mailing Address _____

City: _____ Oregon Zip: _____

MEETINGS HELD ON _____ TIME OF MEETING _____ AM/PM

AMOUNT OF POST DUES \$ _____ (Note: you need to also have sent in Post Data Form to change dues.)

POST PHONE _____ OTHER POST CONTACT PHONE NUMBER _____

POST E-MAIL ADDRESS _____

SPECIAL NOTE: Does Post mail go to Post Address: _____ or Adjutant's/Commander Home Address _____?

2019-2020 COMMANDER	MEMBER ID NUMBER	HOME PHONE	CELL PHONE
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_____	_____	_____	_____
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Commanders Mailing Address:

_____ City _____ St _____ Zip: _____

E-MAIL _____ BUSINESS PHONE: _____

2019-2020 ADJUTANT	MEMBER ID NUMBER	HOME PHONE	CELL PHONE
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_____	_____	_____	_____
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Mailing Address:

_____ City _____ St _____ Zip: _____

E-MAIL _____ BUSINESS PHONE: _____

One Copy to Department Headquarters - - One Copy for Post files

POST OFFICER NOTIFICATION FORM

This form is most important and should be sent to Department Headquarters any time there is a change in Post Officers:

Post Name: _____ Post No. _____ Dist. No. _____

Retiring Officer of Record: Commander _____ Adjutant _____ Other _____

NAME _____ Member ID Number _____

New Officer of Record: Commander _____ Adjutant _____ Other _____

NAME _____ Member ID Number _____

Mailing Address: _____

City _____ OR Zip: _____

Home Phone: _____ Cell Number: _____

e-mail _____

Effective date of change: _____

Signed: _____

Commander or Adjutant

2022 - 2023 POST OFFICERS
INSTALLATION & CERTIFICATION OF SERVICE RECORD OF AMERICAN LEGION OFFICIALS
NOTE: DO NOT REPORT "As previously Reported". Information must be complete. This information is required by National

Post Name _____	Post No. _____	District No _____
OFFICE	NAME	MEMBER ID NUMBER
		DATE OF ENLISTMENT
		DATE OF DISCHARGE
		BRANCH OF SERVICE
		SERIAL # or SSN (Last 4 Digits)
COMMANDER	_____	_____
VICE COMMANDER	_____	_____
VICE COMMANDER	_____	_____
ADJUTANT	_____	_____
FINANCE OFFICER	_____	_____
CHAPLAIN	_____	_____
HISTORIAN	_____	_____
SERVICE OFFICER	_____	_____
SGT-AT-ARMS	_____	_____
JUDGE ADVOCATE	_____	_____

Pursuant to the action of the 13th Annual National Convention of The American Legion at Detroit, Michigan, September 24, 1931, I have examined the service records verifying the eligibility of each of the above officials who have been duly elected/appointed and installed to serve the ensuing year.

Certified by Post Adjutant _____ Installed by: _____ Date: _____
 (Signature and title)

Certified by Post Commander _____

Note: This report to be received in Department Headquarters **as soon as elections and installations are complete.** Send 1 copy to Department Headquarters and keep 1 copy for Post Records

<i>POST NAME:</i>		<i>POST NO.</i>		<i>DISTRICT NO.</i>	
COMMITTEE	NAME	ADDRESS	PHONE NUMBER	E-MAIL ADDRESS	
AMERICANISM					
CHILDREN & YOUTH					
COMMUNITY SERVICE					
JUNIOR SHOOTING SPORTS					
MEMBERSHIP					
POST ACTIVITIES					
VETERANS AFFAIRS & REHABILITATION					
BOY SCOUT					
BOYS STATE					
CADET LAW OFFICER					
ECONOMIC/VETERAN EMPLOYMENT					
LEGION BASEBALL					
LEGISLATIVE					
NATIONAL SECURITY					
ORATORICAL					
PUBLIC RELATIONS					
SONS OF THE AMERICAN LEGION					
PUBLIC SAFETY & LAW CAREER					

Signature: _____ Date _____



★ NATIONAL HEADQUARTERS ★ PO BOX 1055 ★ INDIANAPOLIS, INDIANA 46206 ★
(317) 630-1200 ★ FAX (317) 630-1223 ★



OFFICE OF THE
NATIONAL JUDGE ADVOCATE

Certification of Eligibility for American Legion Officers

Pursuant to the action of the 2018 Spring Meetings of the National Executive Committee of The American Legion, every officer of The American Legion must provide satisfactory evidence of their honorable service during prescribed a timeframe thereby establishing one's eligibility for membership in The American Legion.

This certification is carried out as follows:

- (a) Eligibility documents of post officers submitted and certified by their department adjutant.
- (b) Eligibility documents of department officers submitted and certified by their department adjutant with notification to the National Adjutant.
- (c) Eligibility documents of national officers, National Executive Committeemen, Alternative National Executive Committeemen, commission chairman and committee chairman submitted to the National Judge Advocate for an initial review, certified by the National Adjutant and reported to the National Executive Committee.

The form for providing certification of eligibility of officers described above is attached. It is recommended you reproduce this form and submit it to all posts in your department for their use in certifying eligibility of post officers to your department headquarters. It is also recommended you forward the completed department specific form to National Headquarters as soon after your department convention as possible.



KEVIN J. BARTLETT, J.D.
National Judge Advocate

**NATIONAL EXECUTIVE COMMITTEE
OF
THE AMERICAN LEGION
Indianapolis, Indiana
May 9-10, 2018**

**Resolution No. 5: Officer and Chairman Certification of Service
Origin: Internal Affairs Commission
Submitted By: Internal Affairs Commission**

WHEREAS, The Certification of Service Record of American Legion Officers has been in effect since October 20, 1931 pursuant to Resolution 591 adopted by the Thirteenth National Convention in 1931; and

WHEREAS, It is advisable to update the recommendations of Resolution No. 591 of 1931; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on May 9-10, 2018, That it is required that before the induction into office, every officer and national chairman of The American Legion provide satisfactory evidence of honorable military service proving eligibility for membership in The American Legion as follows:

(a) Eligibility for American Legion membership of post officers will be certified by their post adjutant with notification to their department adjutant;

(b) Eligibility for American Legion membership of department officers will be certified by their respective department adjutants with notification to the national adjutant; and

(c) Eligibility for American Legion membership of national officers, National Executive Committeemen, Alternate National Executive Committeemen, commission chairman and committee chairman, after an initial review by the national judge advocate, will be certified by the national adjutant and reported to the National Executive Committee; and, be it further

RESOLVED, That any member with aspirations of future national leadership in The American Legion may, at any time, submit one's proof of eligibility for American Legion membership to the office of the national judge advocate; and, be it finally

RESOLVED, That Resolution No. 591, Certification of Service Record of American Legion Officers, passed by the Thirteenth National Convention in 1931 is hereby superseded and rescinded.

The American Legion
Department of Oregon
Certification of Eligibility for Post Officers

Pursuant to the action of Resolution Number 5 from the May 9 - 10, 2018 Spring Meeting of the National Executive Committee of The American Legion in Indianapolis, Indiana. I have enclosed a copy of the service record (DD 214) of each of the following officers who have been duly elected or appointed to serve as Post ____ Officers for the year 20____ to 20____:

Position	Name	Member ID	Date of Enlistment	Date of Discharge/Retirement	Branch
Commander					
1 st Vice CMDR					
2nd Vice CMDR					
Adjutant					
Finance Officer					
Chaplain					
Sgt At Arms					
Executive Board (E-Board)					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					

I hereby certify that each of the above officers are eligible for membership in the American Legion.

Post Adjutant

YOU MAY DUPLICATE THE FORM AS NECESSARY

The American Legion

2022 - 2023

Post _____

Annual Constitution and By-Laws Review

The _____ Post _____ Constitution and By-Laws were
(Post Name) (Post #)

reviewed on _____ by Post _____ leadership
(Date) (#)

and found to be current and in compliance with The American Legion National, Department of Oregon, and District Constitution and By-Laws', and as such require no changes at this time.

Post Commander Signature _____ Date _____

Post Adjutant Signature _____ Date _____

District/Post request for Department Commander Visitation

ALL REQUESTS SHOULD HAVE 45 DAYS NOTICE

SEND ALL REQUESTS TO:

**The American Legion
Department of Oregon
PO Box 1730
Wilsonville, OR 97070-1730
(503) 685-5006 (fax) (503) 685-5008**

District# _____ Post# _____ Commander/Adjutant _____
Reason for request: Post Meeting ☐ District Meeting ☐ Installation ☐
Awards Ceremony ☐ Dinner/ Banquet ☐ Other (Specify) _____
Date of function _____ Time (AM or PM) _____
Location of Function (address & phone #) _____
Does the event include The American Legion Auxiliary: ☐ S.A.L.: ☐
If the Commander is not available on the requested date, will the Department
Vice-Commander or another representative be acceptable? Yes ☐ No ☐
What role will the Department Commander or representative play during function?
Main Speaker ☐ Greetings from Department ☐ Guest/Observer ☐ Other ☐
Has the news media been contacted? Yes ☐ No ☐
Has event received PR in Post and or District? Yes ☐ No ☐
Have any other Department Officers or representatives been contacted: Yes ☐
No ☐ If yes: Who _____
If the function includes a dinner or banquet, will the Commander or representative
be expected to pay? Yes ☐ No ☐
Will their spouse or traveling companion? Yes ☐ No ☐
(These two questions are asked solely to avoid awkward situations for all
concerned)

Local Contact Person: _____ Phone: _____

Whenever possible, visits by the Department Commander will be coordinated with
other Posts or Districts in the area to economize on the travel of the Commander
and to maximize the efficiency of the Commander to make as many visits as
possible during his tour.

Clear Form

Print Form

Submit Form