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THE AMERICAN LEGION NATIONAL HEADQUARTERS

NOTIFICATlON OF POST/SQUADRON COMMANDERS & ADJUTANTS

The Post Adjutant is to complete this form when all officers (who must be in good-standing) for the up­ coming membership year are known, and will then forward the form to the Department Headquarters.

**INSTRUCTIONS TO POST ADJUTANTS**

Post/Squadron Commander & Adjutant Notification Form

Use this form to report the following to Department & National Headquarters:

1. Your department and post number.
2. The name, member ID number, phone number and email address of the post/squadron commander and adjutant for the impending membership year.
3. Indicate the re-election/re-appointment of the incumbent or a newly elected or appointed officer by placing an X in the appropriate box.
4. If the post doesn't sponsor an SAL Squadron, leave that section blank.
5. Sign the bottom of the form in the space provided.

**After completing the form, the Post Adjutant is to submit the form to the Department Headquar­ters. Keep a copy for the post's records.**

**Mail form to:**

 The American Legion Dept. of MA

 State House Rm 546-2

 24 Beacon St.

 Boston MA 02133