

District Commanders Guide Detachment of Tennessee

[By : Detachment of Tennessee Adjutant Bryan Hine 2026]

All leadership roles within the Sons of The American Legion are voluntary. Please only seek a position if you are genuinely committed and can reliably contribute your time.

1. **Elections and Certification:** District Commanders are elected during their respective District Conventions, per the Detachment Constitution. Following the election, a District Commander Certification Form must be submitted to the Department and Detachment Adjutant. This form requires the signature of the senior Department or Detachment officer in attendance and is available online at www.tennesseelegion.org.
2. **Installation:** The District Commander-elect will not take office until properly installed at the ensuing Detachment Convention.
3. **Outreach:** Following the Detachment Convention, District Commanders must initiate contact with all Squadron Commanders and Adjutants within their District. This initial outreach serves as a formal introduction and an offer of support. Introductions may be conducted via phone, email, or video conference. If communicating by email, please obtain a formal acknowledgment of receipt from the Squadron leadership.
4. **Evaluations:** The Squadron Evaluation Report, located under the SAL tab on the Department website, is designed to help District Commanders identify areas where a Squadron may require guidance or improvement. This report must be completed for every Squadron within the District.
5. **Visits:** Squadron visits do not always need to be in person; they may also be conducted via phone, email, or Zoom.
6. **Communication:** District Commanders should respond to all correspondence within twenty-four hours, demonstrating professional etiquette and respecting the sender's time.
7. **Counseling:** District Commanders must be available to counsel Squadrons when called upon by either the Squadron or the Detachment.
8. **Attendance and Reporting:** District Commanders should attend all meetings within their respective Districts, as well as the Detachment Mid-Winter Conference and the Detachment Convention. The Detachment Commander will request a brief verbal and written report from District Commanders during these events.

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9. **Annual Compliance:** There are three reports/forms that Squadrons must submit annually. District Commanders should ensure all Squadrons meet the following deadlines and that all reports are copied up the chain of command:
1. **Squadron Data Report:** This is mailed from the Department Adjutant to the Squadron Adjutant and must be filed according to the SDR instructions and returned/emailed to the Department Adjutant by April 15.
 2. **Officers Certification Form:** This must be submitted to the Department and Detachment Adjutant at least five business days prior to the Detachment Convention. It can be found on the Department of Tennessee's website under the SAL tab.
 3. **Consolidated Squadron Report:** This must be submitted via MyLegion before July 1st each year. This report reflects the Squadron's activities and donations from June 1st through May 31st.
10. **Membership and Motivation:** The District Commander is charged with motivating membership and relaying information from the National, Detachment, or Department levels to the Squadrons.
11. **Expansion:** District Commanders shall promote the Sons of The American Legion to Posts within their District that do not currently have an SAL program. Use joint Legion Family meetings to highlight the value a Squadron brings to the Post and the community.

*** Approved : DEC Zoom Meeting March 30,2026**