

Squadron Adjutant's "Standard Operating Procedure"

[By : Detachment of Tennessee Adjutant Bryan Hine 2026]

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

Squadron Handbook States:

Adjutant: As the secretary of the Squadron, this officer maintains contact with members, keeps Squadron records, and publishes necessary orders, announcements, and instructions. (These are the basic duties of a Squadron Adjutant; please refer to your Squadron's Constitution & Bylaws for further detail.)

Once elected as the Squadron Adjutant, you must complete the "Officer Certification Form." Submit this form via email to the Department Adjutant, Detachment Adjutant, Detachment Commander, your Vice Commander, and the District Commander. This form must be received by the Department Adjutant no later than five business days prior to the call of the Department/Detachment Convention.

The Department Adjutant will forward the form to National Headquarters. Once processed, you will be granted access to Squadron information (membership, address changes, etc.) via your MyLegion account.

At each monthly Squadron or Executive Committee meeting, the Adjutant is charged with recording the minutes and advising the Squadron Commander of a quorum (business cannot be conducted without one). The Adjutant should also record any donations or service hours completed by members. This data can be added directly to the Consolidated Squadron Report (CSR) in your MyLegion account.

Note: When logging information to the CSR, always select **SAVE**, not **FINALIZE**. If you select finalize, the report is submitted immediately and cannot be retrieved for further edits.

The Adjutant will periodically receive emails from National, Department, or Detachment headquarters. These may contain vital information for the general membership or specific instructions for your role. Relay this information to members as necessary.

At the first meeting of each calendar year, the Adjutant should remind the Commander to determine the Squadron's portion of membership dues for the upcoming year. Once these dues are set, a "Squadron Data Report" must be submitted to Department/Detachment Headquarters by April 15th. Email this report to the Department Adjutant, Detachment Adjutant, Detachment Commander, your Vice Commander, and the District Commander. (The Squadron Data Report form will be mailed to you by Department/Detachment Headquarters.)

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Required Annual Reports:

- **Squadron Data Report:** Sent from the Department Adjutant with instructions.
- **Officer Certification Form/Report:** Submitted via email at least five business days before the Department/Detachment Convention. This form is located on the Department's webpage under the SAL tab.
- **Consolidated Squadron Report (CSR):** Covers donations and activities from June 1st to May 31st. This is reported via MyLegion. July 1st is the final deadline for transmittal to National Headquarters to ensure the Squadron is included in the national tabulation for convention awards.