

# Sons of The American Legion

DETACHMENT OF NEW YORK

1304 Park Blvd, Troy, NY 12180

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## OFFICER CERTIFICATION FORM (OCF)

**PLEASE TYPE OR PRINT NEATLY - ILLEGIBLE FORMS WILL BE RETURNED (Instructions on reverse)**

The following Sons of The American Legion Officers were elected on \_\_\_\_\_ Year: 20\_\_\_\_ - 20\_\_\_\_\_

Signature of Commander

Date

Signature of Adjutant

Check ONE applicable entry (fill in all contact information in box)

Squadron Number & Name \_\_\_\_\_

District Number \_\_\_\_\_

County Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

MEMBER ID#	OFFICE	MAILING ADDRESS	PHONE # (w/ac)
	<b>Commander</b>		
	<i>Commander's Email Address:</i>		
	<b>1<sup>st</sup> Vice Commander</b>		
	<i>1<sup>st</sup> Vice Commander's Email Address:</i>		
	<b>2<sup>nd</sup> Vice Commander</b>		
	<b>3<sup>rd</sup> Vice Commander</b>		
	<b>Adjutant</b>		
	<i>Adjutant's Email Address:</i>		
	<b>Chaplain</b>		
	<b>Historian</b>		
	<b>Treasurer</b>		
	<b>Sgt-at-Arms</b>		
	<b>Advisor</b>		

Check here if additional officers or committee chairmen are listed on reverse.

## OFFICER CERTIFICATION FORM (OCF)

**Submitted By:** Squadron, County, District Adjutants, or other as appropriate

**Official Submitted To:** Detachment Headquarters, Attn: SONS Coordinator.

**DISTRICTS** also send a copy to the Detachment Adjutant, see Directory. District organizations receive their vote on the Detachment Executive Committee upon filing. New year starts at the close of Detachment Convention.

**COUNTIES** should send a copy to their DISTRICT Adjutant.

**SQUADRONS** should send a copy to BOTH their County and District Adjutants.

**REQUESTS FOR OFFICER CERTIFICATION FORMS:** May be made by the Adjutant or Commander for the Organizations in their area. (District may request County & Squadron, County may request District & Squadron, and Squadron may request District & County.)

**Submit:** No later than June 1<sup>st</sup> (Squadron master list is updated by HQ in August).  
File every year and after every election of Officers, even if the Officers remain the same!

**Details:** Of all the forms requested by the Detachment Organization, this is the most important one. Levels of The American Legion that do not yet have Sons levels are encouraged to submit the form so the information from mailings will be received in the area.

To **AMEND** a previously submitted form, write "AMENDED" on the top, fill in the name of the Organization, the change(s) and the signature line.

**Note** in left margin on other side if the officers listed are Committee Chairman, and list them below along with any others.

MEMBER ID#	OFFICE or COMMITTEE NAME	MAILING ADDRESS	PHONE # (w/ac)