

TO: POST ADJUTANTS  
FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT  
DATE: MARCH 2016  
SUBJECT: ADMINISTRATIVE REPORTS

ATTACHMENTS:

POST DATA FORM – DUE 15 APRIL 2016  
CITATION FOR MERITORIOUS SERVICE NOMINATION  
FOUR CHAPLAINS NOMINATION  
MEMO REGARDING CHANGE TO DEPARTMENT CONSTITUTION & BYLAWS  
DEPARTMENT SERVICE TROPHY (VA&R QUESTIONNAIRE FORM)  
CONSOLIDATED POST REPORT  
POST CHILDREN & YOUTH REPORT FORM  
POST AMERICANISM REPORT FORM  
POST CERTIFICATION OF OFFICERS FORM  
2016 POST HISTORY CONTEST CERTIFICATION FORM

Here it is...what you've all been waiting for. Don't be overwhelmed; take each report individually in an orderly fashion. Be patient but don't procrastinate. (SOME OF THESE ARE ON THE WEB PAGE UNDER FORMS – [www.valegion.org](http://www.valegion.org))

The following reports or forms are due in Department Headquarters by the date indicated.

- (1) POST DATA FORM: BECAUSE OF THIS SHORT TIME FUSE, PLEASE GIVE THIS FORM TOP PRIORITY. Must be completed for reporting to National any changes in dues, addresses, etc. Please double check this as National reported that they printed the forms with information from two years ago.

**Please note that the deadline date of return to Department of Virginia Headquarters office is April 15, 2016. This is to insure information is reflected on the first renewal mailing from National. If an updated Post Data Form is not received, current information will be used.**

**Due: April 15th**

- (2) CITATION FOR MERITORIOUS SERVICE FOR POST SERVICE OFFICERS:  
Self-explanatory **Due: May 6<sup>th</sup>**

(OVER)

