

Loan Request Form for Ceremonial Rifles and/or Ammunition From the Department of Defense

Information Sheet

Purpose: For Post use to request loan of Ceremonial Rifles and/or Ammunition and for the Department to certify that the post is chartered and in good standing with required secure storage procedures.

Mail to: The American Legion
National Security Division
1608 K Street NW
Washington, DC 20006
Email: NSFR@legion.org
Phone: (202) 861-2700

The department and the Washington office may only handle requests from chartered American Legion posts in good standing that have accountability and storage procedures for firearms and munitions which are in accordance with local and state laws. Posts will make requests through their department headquarters. See **mylegion.org** for the Request for Ceremonial Rifle(s) and/or Ammunition form. If a post does not have access to **mylegion.org**, please provide them with a copy of this updated form. The post must attach the form to post letterhead stationery with the post commander's or adjutant's signature. This should be sent to department headquarters for submission to the Washington office.

Departments must verify the eligibility of the post and validate current weapons and munitions accountability and storage procedures. Once verification by the department is complete, the request is forwarded to the Washington office, which forwards it to the appropriate agencies for processing. When requests are made to congressional offices or other military departments without proper verification and endorsement, the acquisition process slows. Separate letters must be sent for each type of equipment requested. If both rifles and ammunition are needed, separate requests should be forwarded to the department and then to the Washington office, as two different government agencies – the Joint Munitions Command in Rock Island, Ill., and U.S. Army TACOM (Life Cycle Management Command) in Warren, Mich. – will be handling the request for items.

REQUEST FOR CEREMONIAL RIFLE(S), AMMUNITION OR EQUIPMENT

In order to request ceremonial post rifle(s), ammunition or surplus military equipment complete this form and forward to your Department Headquarters, Attn: Department Adjutant. Your department headquarters will forward the completed and approved form to the National Security Division Director at the Washington DC American Legion office. Please note that only a post commander or post adjutant may request ceremonial rifle(s), ammunition or surplus military equipment.

Any request granted will be granted on a one-time basis for a given quantity. Additional orders will require a new authority and a new authorization. Request will be given with the caveat that all items requested will be used specifically for post activities.

FILL OUT FORM COMPLETELY AND FAX OR MAIL TO YOUR DEPARTMENT HEADQUARTERS

Post Information

Post Number _____

Post Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Member ID# _____ Email _____

Telephone # _____ Evening # _____

Rifle/Equipment Requested _____
Quantity _____

Ammunition/Clips Requested _____
Quantity _____

Storage Procedures _____

Signature _____

FOR OFFICE USE ONLY

<u>DEPARTMENT USE</u>	<u>NATIONAL USE</u>
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Department Adjutant Signature	Director, National Security Division

THIS FORM MAY BE DUPLICATED