



Squadron  
Number

Membership  
Year

**2027**

**Deadline for this form is June 1st, 2026**

**"Control S" to SAVE data or  
Use Button to "SAVE As"**

**••• Read This Information First •••**

### **Instructions for completing the Detachment Squadron Officers Report Form (SORF)**

Squadrons in Arizona are required to complete this form each year and have a copy "on file" with the Detachment Adjutant by June 1st.

The Officers contact information is used for a number of purposes that includes membership corrections and notification of meetings, Squadron member's verification (*for transfers in "Good Standing"*), and Blue Cap News mailings. Important information concerning a Squadron's operation or required participation in Detachment activities and announcements must be supplied in a timely manner. The Detachment Adjutant and Department/Detachment Headquarters has mailings and frequent contact with the squadrons in serving their needs. Your participation in completing this form allows us to not waste time looking for your contact information "*after the fact.*"

MySAL and additional needs at the National level relies on Detachment Headquarters for accurate information that aligns with requests placed before National Membership and Data Processing for assistance. If this information does not match National's information, your request is placed on hold and they will focus their time and effort with those Squadrons that have correctly filed AND maintained correct and timely information.

*In addition to filing this report with your new incoming officers, the form is updated ANY time you have changes to the Squadron Commander, Squadron Adjutant, Squadron Dues Structure and conditions, Post/Squadron official mailing address, change of phone numbers, change of e-mail address, etc.*

*If you elect your Squadron Officers on a two-year cycle or outside of the normal April/May election cycle, you are still required to file this form and keep it updated with the replacement of any officer during the membership year.*

***All forms are submitted electronically and are completed with Adobe Acrobat by filling in the requested information. There are no signatures at the bottom of the page, you will need to send the form as an attachment from the current Squadron Commander or Adjutant's e-mail address in lieu of a signature. Hand written or scanned documents will not be accepted by Detachment.***

***The filename is fixed, do not alter or change the file name of the form sent to your e-mail address. Changing the filename will result in your Squadron NOT having properly completed the form, and as a result, you will have to complete the process again until the form is properly filed.***

***Remember to save the file before sending as an attachment to your email sent to the Detachment Adjutant and Department Headquarters. If you do not save the file first before sending, your form is blank.***

***Membership Cards are not issued to a Squadron until this form is completed and RECEIVED with the filename associated with your Squadron's submittal.***

***Squadrons are requested to send a copy of the completed form to their respective Post Commander and Adjutant. They too have need for forms filed directly with national and it is required that the information is an accurate match with their filing of forms and your filing of forms.***

Thank you in advance for your attention to this matter.



Squadron Number

Membership Year 2027

Squadron Officer Report Form (SORF) is Due at Detachment Headquarters by June 1st of 2026 AND whenever any data changes occur.

Please complete this form electronically and distribute by e-mail to those listed at the bottom of the page.

The "SORF" must be filed with Detachment for your Squadron before membership cards are issued to your Squadron, additionally, form must be completed entirely and accurately before submitting.

Your "Regular" Member Squadron Full-Dues (no Discount)

Squadron or Post Main Phone Number Squadron E-mail

Squadron USPS Mailing Address Street or PO Box City ST ZIP

Week # each month Day of Week Squadron Meets for Monthly Meeting Meeting Start Time AM or PM Except for these months: June July August

Send (E-mail ONLY) this form to Detachment: SalAdjutant@azlegion.org

Squadron Commander Information

Sqd Cdr Name as it appears on SAL-ID Card Sqd Cdr Perm Member ID Sqd Cdr Phone Sqd Cdr E-mail Sqd Cdr USPS Mailing Address Street or PO Box Sqd Cdr City Sqd Cdr ST Sqd Cdr ZIP

Squadron Vice Commander Information

Vice Cdr Name as it appears on SAL-ID Card Vice Cdr Perm Member ID Vice Cdr Phone Vice Cdr E-mail Vice Cdr USPS Mailing Address Street or PO Box Vice Cdr City Vice Cdr ST Vice Cdr ZIP

Squadron 2nd Vice Commander Information

2nd-Vice Name as it appears on SAL-ID Card 2nd-Vice Perm Member ID 2nd-Vice Phone 2nd-Vice E-mail 2nd-Vice USPS Mailing Address Street or PO Box 2nd-Vice City 2nd-Vice ST 2nd-Vice ZIP

Squadron Adjutant Information

Adjutant Name as it appears on SAL-ID Card Adjutant Perm Member ID Adjutant Phone Adjutant E-mail Adjutant USPS Mailing Address Street or PO Box Adjutant City Adjutant ST Adjutant ZIP

Squadron's Legion Advisor Information

Advisor Name as it appears on Legion ID Card Advisor Legion ID Advisor Phone Advisor E-mail Advisor USPS Mailing Address Street or PO Box Advisor City Advisor ST Advisor ZIP

Distributed to the following via e-mail to:

- Post Commander
Post Adjutant
Squadron Commander
Squadron Adjutant
Squadron Vice Cdr
Detachment Adjutant at az\_sal\_adjutant@aol.com AND
Detachment HQ at emanquero@azlegion.org

SENT by Squadron Adjutant or Squadron Commander Dated

Rec'd at Detachment on Filed by: Filed under filename: -Example: SQ000AZ-2022-Arizona\_SORF\_xxlMon202x.pdf