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AMERICAN LEGION

Department of Arizona

"For God and Country"

May 20, 2024

Memorandum of Understanding
National American Legion College (NALC)
Department Application Process and Recommendation
Reference: <https://www.legion.org/college>

Greetings,

It has come to our attention that applicants for the National American Legion College (NALC) are confused as to the submission process within the Department. Per the NALC link on Legion.org the resources show that the department adjutant, department commander or appropriate department designee must sign the application before submitting to national. To clear up any confusion the adjutant corps has created this memorandum of understanding for all to follow. At this time The American Legion Department of Arizona does not have an assigned designee and all applications must be reviewed and signed by the Commander and Adjutant Corps. Please follow the below guidance.

- 1) Download the most current application for the NALC from www.legion.org/college/application and complete
- 2) Submit completed application to adjutant@azlegion.org for processing and review
- 3) The Adjutant Corps will forward completed applications to the Department Commander for review. (please expect the commander to contact applicants with any questions upon review).
- 4) The Commander will make their recommendation and sign at which time it will return to the Adjutant Corps for final processing to National.

If there are any further questions, please email adjutant@azlegion.org or call at 602-264-7706.
Thank you for your attention to this matter.

Sincerely,

Angel Juarez and Matthew Kritzer
Department Adjutant Corps