

**NATIONAL HEADQUARTERS
SONS OF THE AMERICAN LEGION**

August 7, 2017

TO: DETACHMENT COMMANDERS
FROM: BRIAN J. O’HEARNE, NATIONAL ADJUTANT
SUBJECT: DETACHMENT COMMANDERS CONFERENCE 2017

The twenty-second annual Detachment Commanders will be held in conjunction with the 2017 Fall National Executive Committee Meeting on Saturday, October 7, 2017, at the Sheraton Hotel downtown Indianapolis, IN. All NECmen, Commanders, Adjutants and guests will meet jointly on Saturday morning during the NEC opening and will split about an hour or shortly thereafter for a separate Detachment Commanders session. Agenda's will be provided during registration. This breakout session meeting will be conducted in the Meridian Ballroom (same as the opening (general session), lower level of the Sheraton Hotel on Saturday, October 7, 2017.

Last year’s Detachment Commanders Conference was very successful and provided those Detachment Commanders with valuable information on programs of the Sons of The American Legion as well as organizational structure and basic how too’s. Many questions were answered last year and all those who attended, if available, benefited from this conference.

A full travel call-in allowance is not authorized at this time; however, a special per diem allowance of \$300 (per diem only) only for each Detachment Commander will be paid (unless otherwise entitled for a separate National office) based on the names shown on the sign-in register. Only the Detachment Commander (officially certified) is entitled to the \$300 reimbursement. Reimbursement checks will be processed and mailed subsequent to the fall meetings.

Enclosed with this letter is a special reservation form if you plan on attending the Fall National Executive Committee Meeting and Detachment Commander Conference. **Please return this form no later than August 28, 2017, to our Liaison so reservations and a check can be processed.** Our block of rooms usually runs out quickly; therefore your quick response is encouraged. Your reservation will be guaranteed, however, if you have a last minute change and cannot attend, it is your responsibility to cancel your reservation; otherwise you will be billed for the first nights lodging. Also, if you elect to room at the last minute with someone else upon your arrival, you must make this adjustment with the front desk of the Sheraton Hotel. **Rooms must be booked through this office to guarantee the special room rate for our group. Credit card information is mandatory.**

If you have any questions concerning this conference, please feel free to contact Paul Brown our SAL Liaison at National Headquarters.

DO NOT TURN IN THIS FORM AT NATIONAL CONVENTION

