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## **IMPORTANT INFORMATION**

DATE: MARCH, 2016  
TO: POST ADJUTANTS  
FROM: MARTIN F. CONATSER, DEPARTMENT ADJUTANT  
SUBJECT: **CONSOLIDATED POST REPORT FORMS**

Your 2015-16 Consolidated Post Report Form will be sent to you from National and should be returned to Department Headquarters.

### **TAKE THE TIME**

The number of posts returning the forms by the deadline in past years has been disappointing. This year we would like to encourage every post to take the time to complete and return the form.

### **IT'S EASY!**

If you don't have activity in a particular area, or if you are confused, at least enter the general post information, sign the form, date it, and return it to us by **JUNE 24, 2016**

### **ESSENTIAL INFORMATION**

The C.P.R. Form is of invaluable assistance in compiling information about posts and their programs. The information will be forwarded to National Headquarters to be made part of the National Commander's yearly report to Congress.

### **IT'S VERY IMPORTANT**

Again, I can't stress enough the importance of at least signing and returning the form **NO LATER THAN JUNE 24, 2016**