

District Commanders,

Congratulations on the start of a new administrative year! As you begin putting your District leadership team together, please send the following information for each District officer to Stark and copy me on the email so I also have it on file if questions arise later regarding whether documents were submitted.

For each District officer, please include:

- DD-214
- BASIC training certificate of completion
- Signed Confidentiality Agreement

I have attached the Confidentiality Agreement for your convenience.

The Confidentiality Agreement is required for every member of the Department Executive Committee (DEC), so at a minimum, this includes you and your First Vice Commander.

If you plan to share Department information with any additional District officers, if they will have access to your district email account, or if you would like them added to the District Commanders text group, they must also have a signed Confidentiality Agreement on file before access can be granted.

Thank you for helping us get everyone set up for a successful year. If you have any questions, please don't hesitate to reach out.

I have included the DEC members so that you can submit this year's Confidentiality Agreement to Stark.

Be The One!

Karen Cruice

Department of Oklahoma

Vice Commander East

National VE&E Commissioned Officer

Child Well-Being Foundation - Liaison to TAL

CONFIDENTIALITY AGREEMENT

As an officer of The American Legion Department of Oklahoma and/or a member of the Department Executive Committee, I will maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters, whether this information is provided to me as part of my duties or is inadvertently disclosed to me. I understand this also includes **personal information about members and information about donors/donations**. I will not disclose such information without express permission or instructions OR unless required to do so by State or Federal Law or Regulation. I further agree to maintain this confidentiality should my term of office or association with the American Legion end.

Signature: _____ Date: _____

Printed Name: _____ Office: _____

Address: _____