MEMORANDUM

April 1, 2022

TO   :   DEC Members
                           All Posts

FROM   :   Russell W. Myers Jr., Department Adjutant

SUBJECT   :   New Membership Report Familiarization

Please review the new Department membership report using the attached legend to understand the columns of the report.

A few changes to keep in mind:

1. This report reflects membership submitted to National HQs (from members renewing online, Poat and Dept online transmittals.
   a. Membership renewed online by the member is shown as of the next day on this report.
   b. Membership transmitted by Posts utilizing the new Post online transmittal tool on MyLegion shall be credited the instantly once Post clicks submit button. Pending transactions are counted upon submission, and they will be reversed and taken away from the Post totals if required at National (ie. Insufficient funds for transmittal, etc.).
      i. This reduces the number of members receiving renewal notices after they have paid and streamlines the renewal process at all levels.
      ii. Posts can enter new members and transfer members not paid for the current year in the system while processing their transmittals. Transfers already paid for the year must be sent on a MDF to Dept HQ.
   c. Membership mailed to Department HQs currently is processed electronically by the membership clerks. All effort is made to enter all membership received by Thursday's mail receipt by the Friday report. This method is still the slowest way to get credit for the Post's membership and risks delays in mail along with any delays in processing at dept HQ.
   d. This is important to note as deadlines for membership reports especially as it relates to incentives and contests must be understood and planned in advance. If a Post or other official has questions or needs assistance with understanding how this change may impact their submissions making it on the membership report, please call or email as soon as the issue arises. However, calling after a cutoff and complaining that one does not understand how the process works will have no effect on changing the report as the numbers come from national processing. We want to help the Posts make their goals, but procrastinating and then trying to submit through the mail or hand carrying may not be the most efficient manner of transmitting members.
   e. Our staff and the District leaders can assist those Posts struggling with online transmittals. Just reach out to them now.
2. The last pages of the membership report is the figures from national that are used to populate the report. They are included to assist the Posts in understanding what goes into the current figures. A by name roster of paid members for a given year is in development for Posts to access on MyLegion. This will allow Posts to reconcile their records fully with the report. To date it has not been released to Posts but it is in development.
3. The attached legends are meant to assist in understanding the various columns.

MEMBERSHIP REPORT COLUMN LEGEND

Pos
Short for **Position**, this column gives a numerical indication where the District, County /
Area, or post ranks relative to other Districts, Counties, and Posts within the given category Department wide.

2022 Total (YTD Current Membership Year) (July-June)
YTD stands for Year to Date and gives the exact amount of membership received and processed at National for
the Department, District, County, or Post for the current membership year. Membership mailed to Department
HQs, but not yet processed by National shall not be included in this number as of the date of report.

2022 vs 2021
The comparison of membership processed at National for current membership year as compared to the same
date in the previous membership year.

Current GOAL %
Percent of Goal is the percentage of the current membership year goal processed at National as of the date of the
report.

Members needed to achieve goal
These 9 columns show the number of members the Post needs to achieve each of the intermediate goals to
100% and the dates of those goals.

Goal
Goal is last year's total membership plus 1 percent or 101 percent of the previous year's membership, this figure
is always ROUNDED UP. For example: A post's previous year's membership was 501 then the goal for the next
year is 507. On the other hand, a post's previous year's membership was 50 then the goal for the next year is 51.
This number is not adjusted to remove deceased members. It is the total paid for the previous year x 1.01
rounded up to the next whole number.

Changes since (date of last report)
This column is the date membership from a given post was last received and processed by National
Headquarters, and the number reflects the change. This number can show negative or positive. Negative could
be for insufficient funds received from Post, or duplicate transactions.

Post Credits
Shows the current amount of Post credits at Department HQs. Post participating in the Online Post transmittal
submissions may receive a rebate of their credits several times a year.

National Report Explanation

Column 1& 2: (Post) The Post number used for different formulas in report

Column 3: (Total MBRS) Total paid members for current year

Column 4: (Trad New) Number of New members processed at National for the given Post to date of report

Column 5: (Trad Rnew) Number of members submitted via Post Online Transmittal OR submitted by Dept online transmittal, and processed by National for the given Post to date of report

Column 6: (Trad PUFL Rnew) Number of PUFL members renewals processed at National for the given Post to date of report

Column 7: (HQU Transfers) Members transferred to given Post from a HQs Post 297

Column 8: (HQE Transfers) Members transferred to given Post from National DMS encumbered status

Column 9: (Total Paid) Total paid members for current year at the given Date/Time

Column 10: (Total Paid prior Yr) Total paid members for End of Year Prior membership year

Column 11: (Total Rnew) Sum of Columns 5 and 6 (Trad Rnew and Trad PUFL Rnew)

Column 12: (Total withHQE) Sum of Columns 8 and 10 (HQE Transfers and Total Paid)

Column 13: (Total with ALL HQ) Sum of Columns 7 and 12 (HQU Transfers and Total withHQE) This is the figure used for report