

**NUMBER 11**

403 Lee Jackson Highway
(540) 886-8112

"Full steam ahead for vets"

FAX: 866-416-0586
Website: www.vfwva.org
Email: statehq@vfwva.org

May 1, 2022

Staunton, Virginia 24401
In Virginia 800-888-3521

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1. COMMANDER'S MESSAGE:

Comrades & Auxiliary:

I had the privilege to be the duty driver, on April 1 -3 to take the National President Jean Hamil along with Department President Carol Vangi. We had members from District 1, 2, 8, and 10 show up the three days she was here. Friday night dinner at Post 3219, then on Saturday morning breakfast at the Brick House. Then to the great Dismal Swamp, to attend the Baton Death March sponsored by VFW Post 2894, then to Post 3160 for lunch, then back to the hotel for a while, before attending dinner at Post 9382. Then Sunday morning to the airport to catch her flight to her next stop.

Now the sun is up longer, it's time to get your Post unpaid list and start to knock on their door to see if you can get them to renew their membership. Make it a game break up into groups of two and each group have 20 names see who come back with the most. Take a new member with you and teach them how to recruit, this way you have a new recruiter.

If you believe your Post can make All State check the All-State checklist that's on the web page, don't wait till the last minute, **THE TIME IS NOW.**

Make sure when your Post holds their election to send them to headquarters. Plus make sure you send your delegate vote's along with the check or call Headquarters with credit card, if not your Post can't vote in June election. Your total membership as 31 March is how you get your delegates, divide by 30 that gives you your number if it is 30.90 then it's commander and 31 round up.

Butch Schupska
State Commander

2. DISTRICT MEETINGS:

1 st	Date: 5/7/22 Meeting: 11:00 AM Location: Post 3219 Phoebus 122 E Mellen Street Rep: State Cmdr Butch Schupska	7 th	Date: 5/14/22 Social: 11:00 AM Lunch: 11:30 AM Meeting: Noon Location: Post 2447 Edinburg 100 Veterans Way Rep: St. Judge Advocate Mitch Rubenstein
2 nd	Date: 5/14/22 Lunch: Noon Meeting: 1:00 PM Location: Post 392 Virginia Beach 2408 Bowland Parkway Rep: State Cmdr Butch Schupska	8 th	Date: 8/20/22 SOI: 9:00 AM Meeting: 10:00 AM Location: Post 12202 King George 12266 Kent Road
3 rd	Date: TBD Meeting: 10:00 AM Location: TBD	9 th	Date: 5/21/22 Meeting: 10:00 AM Location: Post 9696 Bluefield 131 Lovelane Street Rep: State JVC Gary Adams
4 th	Date: 5/7/22 Meeting: 1:00 PM Location: Post 7059 Farmville 1616 Graham Road Rep: Past State Cmdr Tom Hines	10 th	Date: 5/15/22 Lunch: 11:30 AM Meeting: 1:00 PM Location: Post 1503 Dale City 14631 Minnieville Road Rep: Past State Cmdr Tom Gimble
5 th	Date: 5/21/22 Meeting: 10:00 AM Location: Post 4637 Martinsville 1425 Greensboro Road Rep: State Cmdr Butch Shupska	11 th	Date: 5/14/22 Meeting: 10:00 AM Location: Post 8644 Bridgewater 118 Dry River Road Rep: State SVC Geoffrey Lyster
6 th	Date: 8/6/22 Meeting: Noon Location: Post 1264 Roanoke 4930 Grandview Avenue NW	12 th	Date: 5/7/22 Meeting: 11:00 AM Location: Post 1994 Abingdon 17581 Lee Highway Rep: PSC Dan Boyer
		13 th	Date: 5/14/22 Meeting: 11:00 AM Location: Post 8947 Mineral 201 Mineral Avenue Rep: State Surgeon Doug Hoffman

3. ACTIVE MEMBERSHIP:

The National Bylaws provide for only one type of membership: active membership. There are no provisions in the National Bylaws, nor is there any authority or justification for issuance of Club Membership cards, Associate Member cards, Honorary Membership cards, Courtesy Membership cards or any other special type of cards. Any Post issuing such unauthorized cards, or conducting club operations open to the general public, endangers its standing with the Internal Revenue Service as a non-profit organization. Officers signing outlaw cards admitting non-members to VFW premises are subject to disciplinary action. National and Department officers cannot defend practices that conflict with VFW Bylaws or procedures.

4. ALL AMERICAN DASHBOARD:

Military Assistance Program grants have been launched to show Departments and Posts how much in grant assistance that has been received from National HQs to supplement the Unmet Needs financial grants & VFW Sport Clips Help-A-Hero scholarship statistics. The information charts reside on the KPI tools section.

Please encourage Posts to read the 2021-2022 Membership program. Many Posts don't understand they need to sign up 5 New Action Corps subscribers, create a Facebook page, 2 separate partnering events along with a 10% increase in Community Service Impact from last year. They must submit reports through the dashboard to gain credit.

5. AMAZONSMILE:

Amazon donates 0.5% of the price of eligible AmazonSmile purchases to charitable organizations selected by our customers. Our very own Foundation is listed – The Virginia Veterans Foundation.

6. AUDITS:

Attention of Post Commanders is directed to Section 218(a)(11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees' Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ended March 31 and is **NOW PAST DUE**.

7. AWARDS:

Awards and All-State judging information were in March's General Orders, along with the various entry forms.

8. CHAPLAIN VACANCY:

Effective April 25, 2022, there is a vacancy in the position of State Chaplain. In accordance with section 520 of the National Bylaws and Manual of Procedure, nominees to fill the vacancy through the remaining term of office are now being accepted.

Nominees for the vacancy will be accepted through May 10, 2022. A special meeting of the council will be held on Wednesday May the 11th at 6:30pm.

Please send all names of candidates to State Headquarters at adj@vfwva.org by noon on May 10, 2022. Call me if you have any questions. Ed.

Ed Mann
State Adjutant Quartermaster

9. COMMUNITY SERVICE REPORTING CUTOFF:

Comrades,

The Community Reporting process for Posts in Virginia has not changed from previous years. The reports entered from 1 May 2021 thru 30 Apr 2022 are the ones that count for the current program year.

As you know, Community Reports entered in the Online Reporting portal on the Virginia VFW website are automatically reported to National on a nightly basis. This is what gets used to meet the new All American requirement of a 10% increase from last year.

The numbers included for this year include any reports entered from 1 May 2021 thru 30 Apr 2022. This means that you only have until the end of April to enter your reports to meet the 10% increase for this year.

Reports entered after 30 Apr 2022 WILL NOT BE INCLUDED in this year's numbers and WILL NOT COUNT towards the 10% increase over last year, even if the activity entered occurred during that period.

To be cleared, a report entered on 1 May 2022 about an event that took place on 30 Apr 2022 WILL NOT COUNT in the numbers for this year.

Please ensure that you get your reports for the year entered before the deadline of 30 Apr 2022.

Thanks,
Robert Adamczyk (Check)
IT Committee Chairman

10. DELEGATE FEES:

In accordance with the National By-Laws Section 222 (C), each Post will pay in accordance with Department By-Laws a delegate registration fee for each delegate to which the Post shall be entitled.

Therefore, you must submit your delegates list to the Department in accordance with Section 222 of the Manual of Procedure (B) along with a check in the amount of \$3.00 for every delegate your Post is entitled to as of membership status of March 31. All delegate list and monies should be sent to Department Headquarters by **May 27th**. Failure to do so will put your Post in arrears to the Department and Post will have no voting strength at the State Convention.

The Delegate sheet was the front page of the April General Orders.

11. DISTRICT CONVENTION MEETINGS:

Section 222 of the National Bylaws and the Manual of Procedure provides that delegates and alternates for the District Convention and meetings, Department and National Conventions shall be elected at a regular meeting in April. Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post as of March 31.

Pursuant to Section 403 of the National Bylaws and the Manual of Procedure, each District shall hold an annual District Convention for the purpose of electing District officers, such convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department Convention.

Pursuant to Section 417 of the National Manual of Procedure, District officers shall not assume the duties of their office until the Department Commander is installed.

District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed in accordance with Section 416 of the Manual of Procedure.

12. DUTIES OF TRUSTEES:

Attention of Post Commanders is directed to section 218 of the Manual of Procedure, "Duty of Trustees." Trustees Report of Audit must be completed in detail at the close of each quarter. Commanders are reminded that accurate and complete records shall be kept by all persons handling Post funds, including the Club Manager and Bingo Chairman. These records shall be audited by Post Trustees in the same manner as Post Quartermaster and Adjutant records.

13. E-MAIL ACCOUNT ACCESS:

All email accounts were reset so the new Officers could take control of their emails as of **June 7th**. This will be the primary means of sending correspondence from State Headquarters to Post and District Officers.

You will receive all General Orders, special notices and any other documentation that you need via email. This will help cut down on postal expenses and speed up the response time for you receiving the information.

Here are directions for logging into your new account for the first time.

1. Go to Department web site www.vfwva.org.
2. Click on Resources, Microsoft 365.
3. The username is your email address; put that on the first line (see below for your new address).
4. Your default password will be **VF2021!** once you have accessed the mail program you will be asked to change it; it must contain at least one uppercase letter and one number.

For Post Officers, your address will be cdrpost176@vfwva.org where the 176 is you replace it with **your** Post number.

adjpost176@vfwva.org
qmpost176@vfwva.org

For District Officers your address will be cdrdist1@vfwva.org for Districts other than the first just replace the 1 with your district # **Please note District Senior Vice Commander's now have an email address**

svrdist1@vfwva.org
adjdist1@vfwva.org
qmdist1@vfwva.org

14. GENERAL ORDERS:

The cut off for the General Orders is the 20th of the month. No EXCEPTIONS. Subscriptions for hard copy General Orders are \$30.00 for the year. Contact State Headquarters for more info.

15. HALF-STAFF U.S. FLAG:

The U.S. Flag should be at half-staff on Memorial Day, the last Monday in May (federal holiday - half-staff until noon). Flags available at VFW Store vfwstore.org/category/flags/usflags.

16. IMPORTANT DATES:

June 9 - 12, 2022	State Convention, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA; phone 888-839-1775. Room Rates are \$129.00 per night. Group name "Virginia Department VFW & Auxiliary State Convention 2022"; Cut-off Date May 9, 2022.
July 16 – 21, 2022	National Convention, Kansas City, Missouri
October 27 – 30, 2022	Southern Conference, Asheville, North Carolina
January 5-8, 2023	Winter Council, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA phone 888-839-1775. Room Rates are \$97.00 per night.
July 22 – 27, 2023	National Convention, Phoenix, Arizona
July 27 – Aug 1, 2024	National Convention, Louisville, Kentucky
August 9 – 14, 2025	National Convention, Columbus, Ohio

17. IRS FORM 8822-B:

IRS Form 8822-B, it is now a requirement by the IRS that all Posts submit this form. This form must be submitted anytime the Post Quartermaster changes and/or the Post address changes. This is effective January 1, 2014.

Here is the link to get the form and instructions – <http://www.irs.gov/pub/irs-pdf/f8822b.pdf>. This will also apply to all Auxiliaries that have their own EIN numbers.

18. LIFE MEMBERSHIP DRAWING:

Congratulations to Louisa County Post 8947 as the winner of a free Life Membership in the Veterans of Foreign Wars, Department of Virginia. Louisa County Post 8947 was made eligible for this Free Life Membership for having 100% of their membership goal reported to State Headquarters by March 25, 2022, deadline.

19. LIFE MEMBER PAYOUT:

The following will be the 2022-2023 Life Member payout. The National Council of Administration concurred with the payout amounts at its February 28, 2022, meeting.

- Plan ABC - A total payout of \$10.50 for each life member (\$3.50 to each Post, Department and National).
- Plan D - A total payout of \$16.50 for each life member (\$5.50 to each Post, Department and National).
- Plan E - A total payout of \$27.00 for each life member (\$9.00 to each Post, Department and National).

The plan dates are as follows:

Life Membership Plans		
	Began	Ended
Plan A	10/01/50	11/30/69
Plan B	12/01/69	10/31/76
Plan C	11/01/76	12/31/97
Plan D	01/01/98	12/31/06
Plan E	01/01/07	

Additionally, on or around April 1st, the “Projected Life Member Payout” report on OMS will be updated and available for you and your Post Quartermasters to have a better idea of how many member payouts you may expect to receive. Keep in mind this is not a precise number because your payouts in September will be based on August 31st numbers, but the report provides you with a decent estimate of numbers to help you develop your budgets for the ensuing fiscal year.

As indicated in the By-Laws, payment will be made in September 2022 for all Life Members recorded as of August 31, 2022. In addition, a payment will be made in January 2023 for all Life Members processed during the period September 1 through December 31.

20. MEMBERSHIP:

Comrades and Commanders,

This is the month that we have all been waiting for. May gives us warm days and the Memorial Day Weekend. I am sure every Post in the State has plans to distribute Poppies and recruit new members over that weekend. You should have your locations and plans all set by now, if not please do so now. Thank you for your efforts in keeping us slightly ahead of where we were at this time last year. Posts that are going for All State you only have a few days to

make sure you have met all the requirements for this honor. Please double check the list to make sure you are in the game. Thanks to the Ninth and Twelfth Districts for support on our trip into their Districts. Gary Adams, Ed Mann, and I enjoyed working with you and I hope we were able to assist you in your efforts. The Membership Team has been awesome this year and we stand ready to help you try to meet your goals. Please give any of the team members or State Headquarters a call for assistance. The State is closing in on our goal of 100% plus 1 but we aren't there yet. Please continue to work as a team and we will make it.

Tom Hines PSC
Membership Team

21. NATIONAL CONVENTION AND REGISTRATION:

The 123rd National Convention housing opened Feb. 17, 2022. Housing reservation information is located on the convention website accessed through the main VFW website at vfw.org/convention. The convention website will also have general convention information including the registration form and links to other convention related information for Kansas City, MO, July 16-21, 2022, including a tentative agenda. (Housing and tentative agenda is enclosed)

CONVENTION REGISTRATION – Section 222 of the Manual of Procedure states each Post will pay, in advance, a National Convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials, and one identified registered delegate for the VFW National Convention. Each additional delegate attending the National Convention will pay a ten-dollar (\$10) delegate fee provided the Post has paid the mandated \$25 advance registration fee. All advance registrations should be mailed to the VFW National Headquarters, 406 W. 34th Street, Kansas City, MO 64111, ATTN: Convention Registration or you may register online by going to vfw.org.

22. OFFICE CLOSURE:

State Headquarters and the Service Offices of Hopewell, Norfolk and Dale City will be closed May 30, 2022, in observance of Memorial Day.

23. POST EMAIL MARKETING WITH MAILCHIMP 101:

Tired of not knowing if your members are receiving, let alone reading them? Want to keep your members informed on upcoming events, meetings, and other Post news? MailChimp's FREE email marketing platform may just be the tool you have been looking for. We invite you to attend a workshop at the State Convention Friday June 10th at 6:30 pm.

In this introduction workshop you will learn:

- What MailChimp is and is not;
- How to create a MailChimp account;
- How to import contacts into your MailChimp account;
- How to create an email with pictures, a document, and links where people can go for more information;
- How to run a report and interpret the results;
- And many more exciting features MailChimp has to offer.

A laptop and Post email account are pre-requisites for attending. Please pre-register for the class using the following form: <https://forms.office.com/r/x3r6FPm8gu>. Any questions may be directed to District 7 Commander Mike Diaz at cdrdist7@vfwva.org or by calling 860-514-5268.

24. POST ELECTIONS:

Installing officers will see that the provisions of Section 216 of the National Bylaws and the Manual of Procedure are properly carried out and that all officers are members in good standing and qualified to hold office prior to installing Post officers for the current year. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed.

Post Election Reports must be submitted following Post election of officers in April and no later than June 1 to the National Headquarters. We highly encourage all Post Quartermasters to use the online Election Report process featured in the Online Membership System (OMS). Post Election Reports received electronically will be forwarded to the Department Headquarters.

25. POSTS IN ARREARS FOR FINANCIAL OBLIGATIONS:

Attention is directed to Section 213 of the National Bylaws concerning any Post in arrears for any financial obligations to County Council (if applicable), District, Department and National for fees, dues, poppy money, supply money, failing to have the office of Quartermaster properly bonded in accordance with Section 703, failing to ensure that the Post is properly insured in accordance with Section 709, failing to submit properly completed quarterly Post Trustees Report of Audit, Post Election Report for the ensuing year, or other obligations, shall be deprived of all representation in County Council and District meetings; County Council, District, Department and National Conventions. Such representation shall be restored promptly upon proper adjustment of such deficiencies.

26. PROOF OF ELIGIBILITY:

Post, District, Department Commanders, Adjutants and Quartermasters are reminded of the requirements of Sections 216, 416 and 516 of the Manual of Procedure with regard to proof of eligibility for all newly-elected and appointed officers. Elected and appointed officers **shall not be installed** or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Failure or refusal to submit proof of eligibility within thirty (30) days of election or appointment shall result in the office being declared vacant.

27. REPORTING:

Comrades to view whether your Post has submitted an Audit Report, Americanism, Community Service, Safety, Youth or Hospital report you should visit the Department website (www.vfwva.org).

The website is updated daily. If you have any questions, please call State Headquarters.

There will be no form for Homeless when reporting for assistance to a homeless veteran please put it on a Community Activity report under aid to others.

28. ROSTER CHANGES:

Post 632 Cmdr
Michael A. Nicolas
422 Northfield Ct
Harrisonburg, VA 22802
540-246-2735
Cdrpost632@vfwva.org

Post 632 SVC
Russell G. Horn
830 Mockingbird Dr
Harrisonburg, VA 22802

29. SERVICE OFFICER:

We are currently looking for a qualified candidate for the position of the Department Service Officer. The following is a link for the application which is also on the vfwva.org website under the Resources tab. Also enclosed in the attachments is the job description. The deadline to apply is May 20, 2022.

<https://vfwva.org/di/vfw/v2/default.asp?pid=60780>

30. STATE CONVENTION:

You will find the information for your online reservation link below. If you have questions or need help with the link, please do not hesitate to ask. We appreciate your business and look forward to a successful event.

Event Summary:

Department of Virginia VFW & Auxiliary State Convention

Start Date: Monday, June 6, 2022

End Date: Wednesday, June 15, 2022

Last Day to Book: Monday, May 9, 2022

Hotel(s) offering your special group rate:

- **Renaissance Portsmouth-Norfolk Waterfront Hotel for 129 USD per night**

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1644940638703&key=GRP&app=resvlink>

You may only reserve a room using the reservation link or calling 1 (888) 839-1775. The hotel can no longer make reservations on the property.

31. THE UNITING TO COMBAT HUNGER:

The Uniting to Combat Hunger (UTCH) Grant is now open! Through this grant program, Posts and Auxiliaries that donate funds and food to their local food banks, food pantries and community kitchens may apply for up to \$5,000 in grant funding. Posts and Auxiliaries may also qualify for grant funds based on hours accumulated by members volunteering at a soup kitchen, food bank or any nonprofit organization program focused on relieving food insecurity. The grant will remain open until July 31, 2022, or whenever the budget for the program has been exhausted. The application form, complete with full guidelines, is accessible at vfw.org/UTCH.

Contact: VFW Foundation Administrator Richard Potter at RPotter@vfw.org.

32. VIETNAM WAR COMMEMORATION:

Many Posts in the Department participated in various activities surrounding Vietnam War Veterans Memorial Day on March 29th. Included are:

- Post 2524 - Culpeper – The Post’s Color Guard participated in ceremonies at the Vietnam Veteran Monument at the Culpeper County Courthouse.
- Post 4639 – Williamsburg – Hosted a “Breakfast for Veterans” with Vietnam veterans eating free.
- Post 7059 – Farmville – The Post hosted a ceremony attended by representatives of four other District 4 Posts. It included a guest speaker and refreshments. 40 certificates and lapel pins were presented to eligible veterans. Members from Posts 8446, 8902, 9855 & 9954 also attended.
- Post 7819 – Crewe – Local radio station WSVS features a half hour “Command Performance” show by Post Commander Greg Eanes. On March 29th, the show was devoted to patriotic music of the Vietnam era including Barry Sadler’s “Ballad of the Green Berets”.

- Post 9835 - Warrenton – On site at Mission BBQ in Gainesville, Post members distributed nine commemorative lapel pins and signed up two new VFW members.

In addition to the nine pins distributed on March 29th, I identified an additional five individuals who also received pins including two sent to Commander, District 4 for presentation.

This month, we will celebrate another native of Virginia who earned the Congressional Medal of Honor during the Vietnam War.

First Lieutenant Ruppert L. Sargent was born in Phoebus, near Hampton, VA on January 6, 1938. He graduated from Virginia State University and enlisted in the Army shortly thereafter. Following seven years' enlisted service, he attended Infantry Officer Candidate School at Ft Benning and was commissioned in early 1966. By March 15, 1967, he was serving as a First Lieutenant in Company B, 4th Battalion, 9th Infantry Regiment, 25th Infantry Division. On the day he earned the Medal of Honor, his unit was operating in Hâu Nghĩa Province. The citation for his Medal of Honor reads as follows:

.For conspicuous gallantry and intrepidity in action at the risk of his life above and beyond the call of duty. While leading a platoon of Company B, 1st Lt. Sargent was investigating a reported Viet Cong meeting house and weapons cache. A tunnel entrance which 1st Lt. Sargent observed was booby trapped. He tried to destroy the booby trap and blow the cover from the tunnel using hand grenades, but this attempt was not successful. He and his demolition man moved in to destroy the booby trap and cover which flushed a Viet Cong soldier from the tunnel, who was immediately killed by the nearby platoon sergeant. 1st Lt. Sargent, the platoon sergeant, and a forward observer moved toward the tunnel entrance. As they approached, another Viet Cong emerged and threw 2 hand grenades that landed in the midst of the group. 1st Lt. Sargent fired 3 shots at the enemy then turned and unhesitatingly threw himself over the 2 grenades. He was mortally wounded, and his 2 companions were lightly wounded when the grenades exploded. By his courageous and selfless act of exceptional heroism, he saved the lives of the platoon sergeant and forward observer and prevented the injury or death of several other nearby comrades. 1st Lt. Sargent's actions were in keeping with the highest traditions of the military services and reflect great credit upon himself and the U.S. Army.

His medal was presented to his widow on March 10, 1969. Lt Sargent is buried in the Hampton National Cemetery (Grave 17596). He is distinguished as the first Black Army Officer to be awarded the Medal of Honor and VFW Post 3219 in Phoebus was renamed in his honor in April 2019. The Ruppert L. Sargent Building in Hampton, Virginia houses the Hampton City Schools, Commissioner of the Revenue, Treasurer, Economic Development Department and Office of the Assessor of Real Estate. A statute of Sargent may be seen in the building's lobby.

Jeff Dombroff
Vietnam War Commemoration Committee Chairman

Official:



Ed Mann
State Adjutant

By Order of:



Butch Schuppska
State Commander

PLEASE SEND THE FORM BELOW ALONG WITH YOUR CHECK TO ASSURE ACCURACY.

Post No. _____

Amount Enclosed _____

Name of each person attending luncheon *(please print clearly)*

NAME

POST NUMBER

Life Member Dues for:

PLEASE NOTE

All State Post
Commanders and All
State Post
Quartermasters **Must**
attend AND sign in to
all highlighted
Meetings on the
Convention Agenda to
receive the \$300.00
stipend.

100TH ANNUAL CONVENTION
DEPARTMENT OF VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES
RENAISSANCE PORTSMOUTH-NORFOLK WATERFRONT HOTEL
PORTSMOUTH, VIRGINIA
JUNE 9 – 12, 2022

Eugene Chavis
Convention Chairman

Kathy Goodall
Convention Vice Chairman

Tentative Subject to Change

All State Post Commanders and All State Post Quartermasters **Must attend AND sign in** to all highlighted Meetings on the Convention Agenda to receive the \$300.00 stipend.

**Thursday,
June 9, 2022**

11:00 AM	NOON	COUNCIL OF ADMINISTRATION MEETING	PORTSMOUTH IV
10:00 AM	4:00 PM	REGISTRATION, VFW	PORTSMOUTH FOYER
12:30 PM	1:30 PM	VIRGINIA VETERANS FOUNDATION MEETING	PORTSMOUTH IV
2:30 PM	4:00 PM	JOINT MEMORIAL SERVICES	PORTSMOUTH V-VIII
6:00 PM	9:00 PM	JOINT PRESENTATION OF AWARDS	PORTSMOUTH V-VIII

**Friday,
June 10, 2022**

8:00 AM	5:00 PM	REGISTRATION, VFW	PORTSMOUTH FOYER
9:00 AM	11:00 AM	JOINT OPENING SESSION	PORTSMOUTH V-VIII
11:30 AM	2:00 PM	COMMANDERS CLUB LUNCHEON	PORTSMOUTH I-III
2:30 PM	5:00 PM	BUSINESS SESSION (NOMINATION OF STATE OFFICERS)	PORTSMOUTH IV
6:30 PM	8:00 PM	MARKETING WITH MAILCHIMP WORKSHOP	TBD

**Saturday,
June 11, 2022**

7:30 AM	9:00 AM	PAST STATE COMMANDERS/PRESIDENTS BREAKFAST	HOLLEY BALLROOM I-III
8:30 AM	10:30 AM	REGISTRATION, VFW	PORTSMOUTH FOYER
9:30 AM	11:00 AM	BUSINESS SESSION	PORTSMOUTH IV
11:00 AM	1:00 PM	ELECTIONS AND INSTALLATION OF OFFICERS	PORTSMOUTH IV
NOON		VFW RIDERS BIKE SHOW	GARAGE TOP FLOOR
1:00 PM	3:00 PM	MOC SCRATCH	PORTSMOUTH I-II
1:00 PM	2:00 PM	Charitable Gaming Rules and Regs. Update.	PORTSMOUTH III
2:00 PM	3:00 PM	HUMANA	PORTSMOUTH III
3:00 PM	4:00 PM	VFW RIDERS MEETING	AMPHITHEATER
5:30 PM	10:00 PM	RECEPTION/ DANCE – DJ	HOLLEY BALLROOM

**Sunday,
June 12, 2022**

9:00 AM	9:30 AM	JOINT DEVOTIONAL SERVICE	PORTSMOUTH I-II
9:30 AM	12:00 PM	NEW DISTRICT COMMANDERS SCHOOL	AMPHITHEATER
12:00 PM	1:00 PM	COUNCIL MEETING IMMEDIATELY FOLLOWING DISTRICT COMMANDER'S SCHOOL	AMPHITHEATER

Registration \$3.00 (All VFW members are required to register in advance as delegates from their Post)

FRIDAY VFW RIDERS DANCE: (Open to all members) \$10.00 per person

SATURDAY RECEPTION/DANCE WILL BE FREE TO ALL ATTENDING THE STATE CONVENTION

HOSPITALITY ROOMS

State – Commodore Room ** Tenth District - 715

The Military Order of the Cootie is recognized as a subordinate and auxiliary order to the Veterans of Foreign Wars of the United States. It shall be considered as the "Honor Degree" of the parent organization and shall be governed by and under the control of the National Convention, the National Council of Administration, and the Commander-in-Chief.

Our service program is described as a directive to "Keep 'em Smiling in Beds of White." Each year the Cooties volunteer thousands of hours of time worth over ten million dollars to Department of Veterans Affairs (DVA) hospitals and domiciliaries throughout the United States. This work, in addition to the hours of service donated as active members of the VFW, set the members of the MOC apart as Foreign Service and Combat Veterans who are fully engaged in their communities.

Eligibility is determined through being active members for at least 6-months in a Veterans of Foreign Wars Post and through completion of satisfactory service on a Post committee or satisfactory performance of Post duties or participating actively as a leader of post functions.

If you are interested in learning more about what it takes to become a Cootie reach out to grandcdr@vfwva.org.

Hay-U

Ronnie Steele
Commander
Grand of Virginia
Military Order of the Cootie



Comrades:

My name is Harold Milton Schupska, (aka), Butch. I am announcing my candidacy for National Council member for the Veterans of Foreign Wars in 2022-2026. I was in the Navy from 1972-1975, then came back into the Navy in 1979. I married Peggy Ann Barchaniwcz on July 18, 1983. We have no children, but we spoil nieces and nephews and then send them home. I retired from the Navy on September 30, 1996 as a First-Class Boiler Technician (SW). My wife Peggy and I reside in Norfolk, Virginia.



I joined the VFW in 1989 at Ocean View Post 3160 became involved with the Military Order of the Cooties, reaching the title of Seam Squirrel four times. In 2002 I became Junior Vice Commander of Post 3160. In 2003-2004 I was Senior Vice Commander and then in 2004-2005, I became Post Commander. As Post Commander I received the distinguished All-State Commander award and made All American Commander. In 2008-2009, I was elected as the Grand Commander of the Military Order of the Cooties. From 2010-2013, I was elected Post Commander again, and was an All-American Commander all three terms, and All-State two of the three terms.

In 2016, I ran for Department Surgeon and from 2017 until the present, I have made my way up the chairs and am the 2021-2022 Department Commander.

I will give this Department my all to ensure that Virginia continues to lead the Veterans of Foreign Wars. "Full Steam Ahead for Vets".

I hope I can count on your support at state convention in June of 2022.



Harold Milton Schupska (AKA) Butch



Vote Ken Wiseman for National Council of Administration!

An Experienced Leader For Virginia!



Endorsed by current National Councilman Tom Gimble!

The National Council of Administration oversees the National HQs of the VFW and Virginia needs someone to represent our interests and help oversee national-level efforts. With a multi-million dollar budget, important programs, and a future that must be as great as our past, we need experience and knowledge in the person holding this position.

As an All-American Past State Commander and All-American Past State Adjutant/Quartermaster, Ken knows firsthand Virginia's relationship with the National HQs and will fight to protect the more than \$175,000 Virginia gets annually from the National HQs. Ken knows the importance of Service Officers having been one and he sees the help they give veterans as a cornerstone of the VFW. Ken spent three years working in the VFW's D.C. office and knows well our fight on Capitol Hill and the need to support all VFW employees in their efforts to fulfill our mission.

Most importantly, Ken understands the challenges faced by our Posts. Having served multiple times as a Post Commander and Post Quartermaster and earning All-American and All-State honors along the way, Ken believes Posts are the most important level of the organization and should be supported as such. Ken will work to ensure that the National HQs empowers and strengthens Posts, not make it harder for them to succeed.

Vote for experience and continued advocacy!

Mark P. Maggio

Candidate for the Office of State Surgeon 2022-23



Comrades my name is Mark Maggio and I am running for State Surgeon. I moved from New York to Virginia in 2003. I have served in a variety of positions since living in Virginia and most recently served as the State Chief of Staff for Commander Eric Mallete. In my positions with the Posts, Districts and State, I have accumulated experience in the business of the VFW and feel that I am ready to serve my fellow comrades as a state officer and eventually State Commander. My goals are to continue the work that has been done by the state over the years growing the membership and reaching out to new members, and continuing to make the VFW a strong voice for veterans.

I enlisted in the Army November of 1982 and went to Basic Training at Fort McClellan, Alabama. I served as a Smoke Generator Operator until receiving my commission from Hofstra University in May 1986 as a Chemical Officer. I served as a platoon leader and executive officer of the 363rd Chemical Company and was transferred to the 318th Movement Control Agency just prior to deploying to Saudi Arabia for Desert Shield and Storm. During Operation Desert Storm I served as Freight Movements Officer from October 1990 till July of 1991. I returned home and went on to the Transportation Officer Advanced Course then went on to serve as a Company Commander of the 623rd Transportation Company. I then served in various staff assignment in the 354th and 436th Transportation Battalions. I later served with the 1179th Transportation Brigade and the Surface Deployment and Distribution Command where I served tours in both Afghanistan and Iraq. In Iraq I was awarded the Bronze Star Medal for establishing a redeployment system that streamlined the process of units moving in and out of theater while minimizing the disruption of the change over operations and combat operations.

While serving in Post 4639 I served as Jr and Sr Vice Commander becoming Commander in 2010. I was an All State Commander in my first year. In 2018 I was elected District 3 Commander and was an All American District Commander in my first year and a All State District Commander in my second. In 2018 11 of the 15 posts in the district made All State and 7 made All American. I was asked by Commander Mallete to be his Chief of Staff and worked in that position during the 2020-21 term. I am a member of the State Honor Guard and I am currently the Treasurer of the Commanders Club. I am also a member of the Military Order of the Cooties, where I currently serve as the Sky Pilot.

I am currently employed by the United States Army working at Fort Eustis for the Future Concepts Center under the Army Futures Command. I have been a civilian employee of the Department of the Army since 2010. My girlfriend Rosanne is a member of the Auxilliary and her father was a victim of Agent Orange which took his life in 2001. I have lost several comrades who served in Vietnam to Agent Orange and cancer. I have lost comrades to suicide as well. It is the remembrance of those lives that drive me to a voice for veterans whose voice may be lost in the din of competing voices for Government resources and aid. I want to be the voice that breaks through and helps them get the aid that they fought for and sacrificed for. We must always remain vigilant and never assume our work is finished. No one does more for Veterans than the VFW, must not just be a slogan but our lives work. Thank you Comrades for your consideration.

Fraternally,

Mark P. Maggio
757-879-7724 - Cell
Mmaggio39@gmail.com



123rd VFW National Convention 2022
July 16-21, 2022 – Kansas City, MO

Official Hotel Reservation Form

INSTRUCTIONS

Reservations can be made in one of the following ways:

INTERNET: Visit the VFW web site at www.vfw.org/convention

TELEPHONE:

Toll-free US: 877.464.6840
International: 980.337.3372
9:00 am to 6:00 pm ET, Mon-Fri

FAX: 816-691-3881

DEADLINE

Reservations must be made by phone, fax, or internet by **June 13, 2022**. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS

Visit KC will send you an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, please call Visit KC Housing at the above listed phone number.

TAX RATE & REQUESTS

All rates are per room and are subject to a room tax between 17-22% and a daily 1.76 tourism fee (subject to change). Special requests cannot be guaranteed; hotels will do their best to honor requests. Hotels will assign specific rooms upon check-in, based on availability.

CREDIT CARD REQUIRED:

Reservations will not be accepted without a valid credit card for room guarantee.

CANCELLATION POLICY

One night's room & tax will be forfeited entirely if cancellation occurs within 24-72 hours prior to arrival date, and will be charged by the hotel. Please check individual hotel cancellation policies.

GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION ONLINE AT www.vfw.org/convention OR BY AT 877.464.6840 (toll-free), 980.337.3372 (international).

Arrival Date: _____ **Departure Date:** _____

First Name: _____ Last Name: _____

Email Address: _____

Daytime Phone: _____ Fax: _____

Company: _____

Address: _____

City: _____ State/Province: _____

Zip Code: _____ Country: _____

In accordance with GDPR (General Data Protection Regulation) or similar statutes, by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.

HOTEL SELECTION

Each **state/department has been assigned a hotel with an allocation of rooms**. In the event the allotment has been filled, a room will be reserved at another VFW hotel based on your preference of rates or proximity and availability.

If hotel assignment is sold out, which is more important? (*check one*) Room Rate Location

State you reside in: _____

Room Type Requested: One Bed Two Beds

Submit only one room request per form, please make copies if additional forms are needed.

List all room occupants:

1. _____ 2. _____

3. _____ 4. _____

Check here if you have special needs and specify below.

Special Requests: _____

NOTE: All hotels are non-smoking properties.

CREDIT CARD INFORMATION

All reservation requests must be accompanied with a credit card valid through July 2022 for room guarantee. Housing forms received without a valid credit card will not be processed.

Visa American Express Discover MasterCard

Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

Cardholder's Signature*: _____

KANSAS CITY WEB VERSION PRE-REGISTRATION BROCHURE July 16-21, 2022

Note: This information will be updated periodically.

WELCOME TO KANSAS CITY

We're looking forward to having you in Kansas City! Resilience is in our nature- just like our innovative dining, creative culture and entrepreneurial spirit. Get reacquainted with the New Midwest and see what you've been missing. No matter the reason for your travel, trust that you can travel with confidence in Kansas City.

Every corner of our city has a story to tell. Visit our revitalized Downtown, hop aboard the free KC Streetcar or enjoy the buzzing Power & Light District. Historic jazz is the cornerstone of 18th and Vine, and repurposed warehouses have transformed the heart and soul of the Crossroads Arts District.

CONVENTION LOCATION

Convention activities will take place at the Kansas City Convention Center located at 301 West 13th Street, Kansas City, MO

LOCATION

Kansas City is a vibrant downtown that is "walkable" for visitors. With restaurants, hotels, attractions, and museums in close proximity of each other, Kansas City is an easy city for visitors to navigate on foot or via the free KC Streetcar. From its location in the Heart of America to tried-and-true traditions like jazz and barbecue, there are many reasons to love KC.

Kansas City is easily accessible by car, plane or train. Kansas City International Airport (MCI) is located just 15 miles north of the city.

The population of Kansas City in 2019 was 486, 404. Average temperatures in July & August are in the high 80s with lows in the 70s

WHAT TO WEAR

A general guideline for attire for the convention is business casual for meetings. For VFW members, it is always appropriate to have your cap on hand for meetings. Jackets are not required unless you are, All American Commanders) and may be on stage to receive your award as photographs are taken during those functions.

AIRPORT SHUTTLE

The Kansas City International Airport (MCI) is located just 25 minutes north of Downtown Kansas City. Getting to and from the airport is easy with many transportation options available. Ranging from public transportation to app-based ride services, you can find a mode of transportation to meet your travel needs. Explore options [HERE](#) to figure out which is best for you.

PUBLIC TRANSPORTATION

[Try](#) any of these Kansas City transportation options to explore the city like a local.

PARKING

Check with your assigned hotel for parking availability and costs. Parking information, costs etc., for the convention center can be accessed via this link <https://kcconvention.com/downtown-kc/directions/>
The link also has a map of additional downtown parking lots.

REGISTRATION PACKET PICK-UP

See mobile APP for times and locations of registration/packet pick-up. Registration for both VFW for Auxiliary, Hall B.

Note: Want to miss the crowds/lines and pick-up your name badge & packets early? Try Remote Registration. Both the VFW and Auxiliary will have remote registration for those who are **PRE-REGISTERED ATTENDEES ONLY**. You will be able to do that at the VFW Headquarter hotel, **Kansas City Marriott Downtown** and the Auxiliary Headquarter hotel, **Loews**.

PACKET PICK-UP

VFW - if you are not pre-registered, you will need to go to Hall B at the convention center on Saturday, July 16 starting at 8a to register and pick-up your convention packet.

Auxiliary 'remote' **pre-registration:** Friday, July 15, 9a-5p
Loews Hotel - Locations/times: **Mobile Check-in desk - Lobby**

VFW 'remote' **pre-registration.** Friday, July 15, 9a-5p
KC Marriott Downtown- Locations/times: **Marriott Lobby West**

MOBILE APP

We will NOT be publishing a convention schedule of events in hard-copy. All events and convention information will be contained in the Mobile APP. Go to www.vfw.org/convention for instructions on how to download the mobile APP which will be closer to the dates of the convention. The mobile APP provides immediate updates on any changes that may occur during the convention.

SHUTTLES

The hotels in Kansas City are located in the downtown area and within walking distance from the convention center. Therefore, a **limited shuttle service** will be provided. The following is a **tentative** schedule of days the shuttle will operate. Specific times will be found in the convention mobile app. If you require special transportation (handicap/scooter/wheelchair), contact the shuttle provider at the number provided in the mobile APP event schedule. A final shuttle schedule will be included on the Mobile APP and will be updated on the VFW convention web page prior to the convention dates.

Saturday, July 16, 2022

7a-8p

Sunday, July 17, 2022

7a-5p

Monday, July 18, 2022

7a-6p

Tuesday, July 19, 2022

7a-9p

Wednesday, July 20, 2022

7a-5p

Thursday, July 21, 2022

7a-6:30p

(refer to convention mobile app for complete schedule including pick-up and drop-off points)

HOTEL INFORMATION

Housing opened **2/17/22** and closes **6/13/22**. Go to www.vfw.org at the convention website. The official convention hotels for the 123rd National convention are listed on the convention web site.

HOTEL PARKING

Check with your assigned hotel regarding parking availability and costs.

LUGGAGE STORAGE

If you wish to store your luggage at the hotel before you check in, or after checking out before departure, please make arrangements with guest services.

GRATUITIES

You are responsible for all gratuities during your stay. Tipping is personal, as a guideline, we recommend gratuities of \$1 per day for your housekeeper and \$1 per bag for taxicab drivers and hotel bell-staff.

PHONE MESSAGES

Messages may be left with the hotel operator, who will make sure you get them as soon as you return to your hotel. In case of emergency, call the VFW National Headquarters 816-756-3390.

SAFETY TIPS (See hotel information located in room)

SPECIAL SERVICES

First Aid Room Location Kansas City Convention Center - Thursday, July 14-Thursday, July 21
Emergency--Emergency after hour's numbers provided before convention or call 911.

Scooter rental –Scooter rental information is listed on the convention web page.

If you have not been vaccinated for COVID-19, we encourage you to wear a mask while in attendance of the convention.

RELIGIOUS SERVICES

Check with VISIT Kansas City for locations of local churches, synagogues, etc. for services. VFW will conduct a Catholic Mass on Saturday, July 16 and Sunday morning, July 17 at the convention center. Protestant service will be held on Saturday 7/16 at 6p in the Convention Center. *Check Mobile APP for locations.*

QUIET ROOM

A QUIET ROOM for reflection will be open 24 hours at the Kansas City Convention Center – *Check Mobile APP for location.*

AGENDA

See tentative web agenda at www.vfw.org/convention. 123rd VFW National Convention information. A final agenda will be provided within the mobile APP and can be found by downloading the VFW Mobile APP approximately 2 weeks before the convention.

VISITOR INFORMATION

For additional visitor information go to www.visitkc.com

GENERAL INFORMATION KANSAS CITY:

Get the Inside Scoop on specially created Kansas City experiences based on your interests!
<https://www.visitkc.com/visitors/things-do/trip-ideas>

Be sure to sign up for the KC Savings program to get the city's best discounts (registration to the program is free!).
<https://experience.visitkc.com/checkout/290/visit-kc/1659/kc-savings>

For fun and unique things to do in Kansas City: <https://www.visitkc.com/visitors/things-do>

Where to Eat: <https://www.visitkc.com/visitors/places-eat>

Shopping : <https://www.visitkc.com/visitors/things-do/shopping>

Arts & Culture : <https://www.visitkc.com/visitors/things-do/arts-and-culture>

Attractions : <https://www.visitkc.com/visitors/things-do/attractions>

Sports: <https://www.visitkc.com/visitors/things-do/sports-recreation>

What's going on right now?

<https://www.visitkc.com/things-do-kansas-city-right-now>

Visitor Information

Please visit the Visit KC Visitor Center located at 1241 Main Street, Kansas City, MO. Make sure to check the hours, as they change each day.

For more information, please visit www.visitkc.com

TENTATIVE AGENDA

VFW 123rd National Convention Kansas City, MO Kansas City Convention Center July 16-21, 2022

All meetings are held in the convention center unless otherwise noted.

Times for various functions are subject to change.

Meeting rooms will be posted closer to conference dates and are subject to change

Friday, July 15, 2022

9:00 a.m. – 5:00 p.m.

Remote registration – VFW/Auxiliary – Downtown
Marriott & Loews Kansas City hotel

Note: *If registered, you can pick-up your badge at either
hotel, if not you will need to come to registration on
Saturday at the convention center.*

Saturday, July 16, 2022

8:00 a.m.-4:00 p.m.

VFW Health Fair

8:00 a.m.-4:00 p.m.

VFW/Registration/Exhibits

8:30 a.m.

National Veterans Service Advisory Committee

10:00 a.m.

Budget and Finance Committee

1:30 p.m.

National Council of Administration Meeting

4:00 p.m.

Eastern Conference Caucus

4:00 p.m.

Southern Conference Caucus

4:00 p.m.

Big Ten Conference Caucus

4:00 p.m.

Western Conference Caucus

6:00 p.m.

Catholic Mass

6:00 p.m.

Protestant Service

Sunday, July 17, 2022

8:00 a.m.-4:00 p.m.

VFW Health Fair

8:00 a.m.-4:00 p.m.

VFW Registration/Exhibits

7:00 a.m.

Catholic Mass

8:30 a.m.

Annual Memorial Service

10:00 a.m.

Membership Seminar

10:00 a.m.

Veterans Military Support Committee

11:00 a.m.

Update on VFW Legislative Priority Goals

11:00 a.m.

Veterans Service Update

12:30 p.m.

First Time Attendees Welcome Orientation

1:00 p.m.

Programs Town Hall

Committee Meetings:

2:00 p.m. Resolutions Committees (*General Session Hall*)
2:00 p.m. National By-Laws, Manual of Procedure and Ritual
2:00 p.m. National Military Services
2:00 p.m. Finance and Internal Organization (200 series)
2:00 p.m. General Resolutions (300 Series)
2:00 p.m. National Security and Foreign Affairs (400 series)
Sub Committee – POW/MIA
2:00 p.m. National Veterans Service Resolutions (600 series)
Sub-committee – Medical
Sub-committee – Employment
Sub-committee – Other Benefits

4:00 p.m. Membership Seminar – Post Development

Monday, July 18, 2022

8:00 a.m.-4:00 p.m. VFW Health Fair
8:00 a.m.-4:00 p.m. VFW Registration/Exhibits
8:00 a.m. Joint Opening Session
(Business session will resume after lunch break)
1:00 p.m. National Outstanding Community Service
Post Reception

1:00 p.m. Workshops

Tuesday, July 19, 2022

8:00 a.m.-3:00 p.m. VFW Health Fair
8:00 a.m.-3:00 p.m. VFW Registration/Exhibits
8:00 a.m. VFW Business Session
1:00 p.m. Parliamentary Procedure 101
1:00 p.m. Update on Federal Benefits and Services for Veterans
1:00 p.m. Grants and Fundraising for Posts
2:00 p.m. Parliamentary Procedure 101
2:00 p.m. Chaplains Workshop
1:00 p.m. OMS Q&A
5:00p.m. Parade Line-up
6:00p. m. Patriotic Rally

Wednesday, July 20, 2022

8:00 a.m.-12:00 p.m.	VFW Health Fair
8:00 a.m.-12:00 p.m.	VFW Registration/Exhibits
8:00 a.m.	Business Session
1:00 p.m.	VFW National Home Workshop

Thursday, July 21, 2022

8:00 a.m.	Business Session: Nomination /Election/Installation of National Officers National Council of Administration Meeting <i>(Following business session)</i>
4:00 p.m.-6:00 p.m.	Commander-in-Chief's and National **President's Reception (ticketed event)

Updated: 2/8/22

Veterans of Foreign Wars of the U.S.
Veterans Service Office
Position Description
State Veterans Service Officer

Must present a courteous response to all inquires, both by telephone and in person. Forward all phone inquires, recorded telephonic inquires and live inquires from veterans, their families and other officials in appropriate representative timely manner for their action.

Consistently maintain as courteous and cooperative relationship with supervisors, coworkers, and others within the organization. Contribute positively to the effective operation of the office.

Counsel and assist veterans and their dependents in the prosecution of benefits claimed with the Department of Veterans Affairs (VA). Review processed claims as to the accuracy of the disability determination under Title 38, USC and 38 CFR. Initiate and amend the veteran's claim to include any such disabilities found. Initiate appellate review when professional judgment dictates possible error by the VA disability decisions.

Respond to telephonic or written inquires from Post, County, State and National Service Officers, veterans and officials from other organizations relative to problems with the administration of the veterans benefits with the local agency of jurisdiction.

Prepare brief of cases to be certified to the Board of Veterans Appeals (BVA) in Washington, D.C. Initiate independent review and submit contentions on behalf of the veteran to the Director of Compensation and Pension Service in Washington D.C. for administrative review through the VFW National Service Office. Secure and research VA files in order to prepare response to inquires from veterans, dependents and various recognized service offices and other officials.

Appear with and represent appellants before the Board of Veterans Appeals, Traveling Boards, Decision Review Officer (DRO) and local Rating Boards. Communicate and coordinate with the VA Service Center personnel to clarify, expedite and advocate on behalf of the veteran.

Assist Post, County, State, national Service Officers, and other officials in obtaining medical information and lay evidence as needed to construct, research and prosecute a veteran's claim/appeal for benefits. Maintain daily contact with the VA Service Center and VA Medical Facilities on matters related to individual veterans or dependent requests and/or claims.

Attend required training classes, conferences and meetings. Review and record amendments and/or policy changes to Title 38, USC, 38 CFR, VA Regulations, VA manuals, VA Rating Schedules, CAVC Decisions, OGG Opinions, OVA Circulars and various VFW National and State Manuals, Bulletins and News Letters.

Be knowledgeable with the use of various computer programs (IE: MS Office, Access, Exchange, BON, VSO VACOLS, Covers, Arms, TRES, Advisor, SHARE, Map-D, Virtual VA, Lavats; ect.)

Be knowledgeable with the use of various references (IE: Federal Laws, Rules and Regulations; Merck Manual; Taber's Medical Dictionary; DSM IV; PDR; Ect.)

Assist with the development and conduction annual Post Service Officer Training.

Operate and /or utilize a variety of business and office machines/equipment.

Perform other related duties as required.