



The Marine Corps League

**Veterans Administration Volunteer
Services (VAVS)**

**Representative & Deputy
Representative Training**



What We'll Cover

- Acronyms
- References
- VA Organizational Structure
- Detachment Commandant's Responsibilities
- Rep and Dep Responsibilities
- Quarterly VAVS Committee Meetings
- Annual Joint Reviews
- MCL VAVS Rep/Dep Certification
- Awards and Recognition



Acronyms

- VA Veteran Administration
- VHA Veteran Health Administration
- VAMC Veteran Administration Medical Center
- VAVS Veteran Affairs Voluntary Services
- Rep MCL VAVS Representative
- Dep MCL VAVS Deputy Representative
- AJR Annual Joint Review
- NAC National Advisory Committee



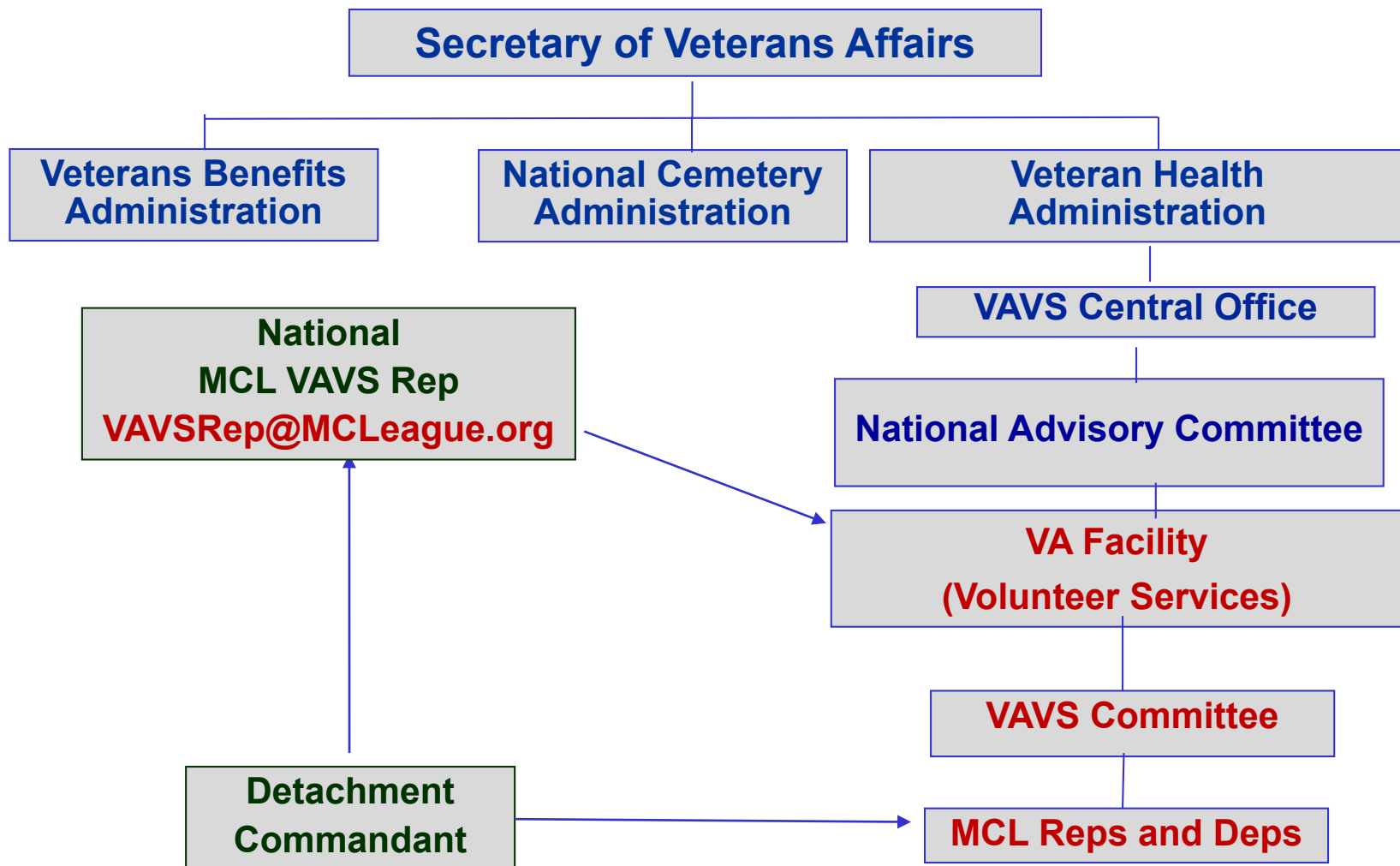
References

- NAC Standard Operating Procedures
- National VAVS Rep & Dep Guidelines
- VHA Handbook 1620.01
- VHA Handbook 1620.02
- VHA Handbook 1620.03
- VHA Directive/Handbook 4721
- **MCL VAVS Rep & Dep Guidelines**
- **MCL By-Laws and Admin Procedures**





VA Organizational Structure





Detachment Commandant's VAVS Responsibilities

Ref: MCL VAVS Guidelines

1. Appoint a VAVS Rep/Dep **Form MCL VAVS RC Rev 6**
2. Submits nomination to National VAVS Rep
3. Track Certification dates. **(Good for 2 years!!)**
4. Recognize volunteer milestones and achievements.
5. Submit truly outstanding volunteers under the National Awards program.



Rep/Dep Responsibilities

Ref: MCL VAVS Guidelines and VHA Handbook

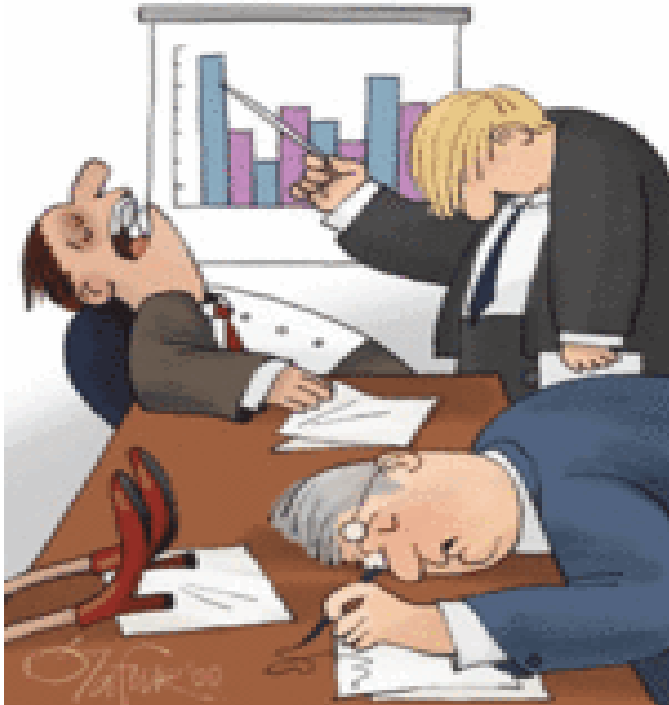
1. Assist with improving the VAVS program,
2. Provide input/feedback to VA staff & VAVS Committee,
3. Promote donations of financial & material goods,
4. Advise & inform MCL of VAVS and VA issues and concerns,
5. Serve on subcommittees and task groups,
6. Maintain organization's records (hours, donations),
7. Recruit volunteers,
8. Coordinate facility activities and projects,

And Most Importantly



Attend...

Quarterly VAVS Committee Meetings!



&
Complete
AJR's
(VA Report Card)



Quarterly Meetings

- Held quarterly at the local VA facility, chaired by the Volunteer Services Director (VSD).
- The MCL gets three seats: one Representative and two Deputy Representatives.
- This committee is the main conduit between the facility and the MCL when discussing volunteer activities,
- How the MCL brings concerns/recommendations to the VA

The VA requires the Volunteer Services Director to dismiss any VAVS Committee member who misses three meetings in a row. (VHA Handbook)



Annual Joint Review

VAVS Reps Complete their AJR in February.

- AJR's reports a facility's number of volunteers, hours volunteered, and monetary & non-monetary donations.
- Historically, only 55% of MCL VAVS Reps complete this report.
- As a result, the MCL is vastly under-credited with the work we're doing.

| Department of Veterans Affairs | | VAVS SUMMARY OF ANNUAL JOINT REVIEW | | | |
|---|--|-------------------------------------|-----------|----------------|------|
| NAME OF FACILITY/STATION NUMBER/ADDRESS | | NAME OF ORGANIZATION | | DATE OF REVIEW | |
| I. STATISTICS (From Representative) | | THIS YEAR | LAST YEAR | GROWTH RATE | |
| A. 1. NUMBER OF R.S. VOLUNTEERS | | | | | |
| 2. NUMBER OF R.S. VOLUNTEER HOURS | | | | | |
| 3. NUMBER OF OCCASIONAL VOLUNTEER HOURS | | | | | |
| 4. NUMBER OF ALL VOLUNTEER HOURS | | | | | |
| 5. NUMBER OF YOUTH VOLUNTEERS | | | | | |
| 6. NUMBER OF NEW VOLUNTEERS | | | | | |
| 7. NUMBER OF NEW R.S. VOLUNTEER ASSIGNMENTS | | | | | |
| 8. TOTAL CASH DONATIONS | | | | | |
| 9. TOTAL ESTIMATED VALUE OF NON CASH DONATIONS | | | | | |
| B. 1. ESTIMATED NUMBER OF LOCAL ORGANIZATIONAL UNITS WITHIN VAMC AREA | | | | | |
| 2. ESTIMATED TOTAL MEMBERSHIP | | | | | |
| 3. NUMBER OF UNITS CONTACTED | | | | | |
| 4. NUMBER OF UNITS VOLUNTEERING | | | | | |
| C. ANNUAL REVIEW (From Representative) | | EXCELLENT | GOOD | FAIR | POOR |
| A. QUALITY OF VA STAFF SUPERVISION (NOT VAVS) | | | | | |
| B. QUALITY OF VOLUNTARY SERVICE SUPPORT | | | | | |
| C. QUALITY OF ORGANIZATION SUPPORT | | | | | |
| D. GOALS AND OBJECTIVES. (Evaluate last year's progress; Set next year's goals) (From Representative and Chief) | | | | | |
| E. COMMENTS: Concerns/Extra Duties/Retention/Fund Raising Activities/Special Events/Media Use/Volunteer Assignments/Recruitment (From Representative and Chief) | | | | | |
| VAVS Representative | | Chief, Voluntary Service | | | |
| (Signature) | | (Signature) | | (Signature) | |
| (Attach additional pages if needed) | | | | | |



Annual Joint Review

- Assess MCL's participation in the VAVS program during the preceding year,
- Develop goals for next year

Reps Responsibilities

- Know the month the MCL is scheduled for AJR.
- Make an appointment with Voluntary Services
- Have the information required available to discuss MCL's achievements
- Discuss issues & concerns
- Discuss goals - make suggestions for improvement



VAVS Rep/Dep Certifications

1. VAVS Committee **"Membership is by organization through participation of representatives certified by each organization."**
2. Or . . . The MCL National Rep is responsible for certifying all MCL VAVS Committee members.
3. The MCL National VAVS Rep relies upon the local Detachment Commandant for nominations.



VAVS Rep/Dep Certifications

4. Commandant's recommendations ensure that VAVS Committee nominees are
 - a. MCL members in good standing
 - b. Willing and capable of fulfilling the responsibilities of the Rep/Dep.
 - c. Are replaced when current Reps/Deps are unable or unwilling to continue.
5. **MCL VAVS Committee Certifications are valid for two years!!**
6. Commandants should use the VAVS Representative Cert/Recert Form (**Form MCL VAVS RC Rev 6**); found on the MCL National Website/library.



MCL Volunteer Awards

1. National Detachment
VAVS Award

2. Past National Commandant
VAVS Award



PNC's VAVS Rosen Award

- A Member in good standing of the MCL or Auxiliary
- Must have served, on a regular basis, in a VA Hospital, CBOC, Outpatient Clinic or other properly certified area for at least three years.
- Qualifications should include one or more of the following:
 - **Outstanding hours volunteered,**
 - **Participated in special programs,**
 - **Shown leadership, or**
 - **Efforts “significantly” adds to the care of veterans under the VAVS program.**
- Each nominee must have two letters of recommendation.
- Letters must be received by the National VAVS Rep NLT 16 June of each year.
 - **1. One letter must be written by the Detachment Cmdt or Aux President.**
 - **2. The 2nd must be written by the VA Facility Director, Volunteer Services Director, or other certified VA Official with relative knowledge of VAVS services.**



National Det VAVS Award

To be considered for the National Det VAVS Award

- Complete the MCL VAVS Award Questionnaire form
- This is the only form used by the National Committee for judging Detachments for the National VAVS Award.
- All awards will be presented during the National Convention.
- The National VAVS Rep must receive nomination NLT 16 June of each year.



Marine Corps League National
20 Detachment VAVS Award Questionnaire

| Department | Det Name and Number | Location |
|--|--|--|
| 1. Membership of your Detachment as of 20 June Strength Report As per last year's National Convention Report by the Next Adj/Programmer | | 15 to 50 _____ 51 to 100 _____ 101 _____ |
| 2. Your VA Medical Center's Name, and Mailing Address _____ | | _____ |
| 3. (a) Miles Into VA Medical Center (b) Total miles driven by all volunteers | | _____ |
| 4. Total number of volunteers (_____) | | Active Members _____ Non Members _____ |
| 5. Total Number of hours spent at VA Center by all Detachment Volunteers | | _____ |
| 6. Activities Sponsored | Carnivals _____ Distributions _____ | Bingo _____ Others _____ |
| 7. Equipment Donated to VA Medical Center | Electronics _____ Clothing _____ | Recreation _____ Other _____ |
| 8. Coupon Books Purchased (Actual Costs) | Perioles _____ Indigent Fund _____ | Programs _____ |
| 9. Volunteers at a VA Contracted Nursing Homes and/or State Veterans Homes | | Nr of Volunteers _____ |
| 10. Total monetary donations made by to VA Medical Center, Nursing home or State Vet Homes | | _____ |
| 11. Annual Inset Review completed and forwarded to National VAVS Representative. <i>Mailed by the VA Medical Center to Next VAVS Rep after completion</i> | | YES _____ NO _____ |
| 12. Name of Certified MCL VAVS Representative for your VA Medical Facility _____ | | _____ |
| 13. Name of MCL Department VAVS Representative _____ | | _____ |

If needed, further explanation of any items, above or below, may be submitted on page two of this questionnaire. Please use question number, then the information.

| | |
|---|------------------|
| 14. List participation in special programs, dinners, Christmas Gift shops, Salute Program | See Page 2 _____ |
| 15. List any VAVS special awards or certificates issued by your VA medical center. | See Page 2 _____ |
| 16. List attendance at VAVS Conferences, or any Departmental VAVS Training | See Page 2 _____ |
| 17. Only VAVS meetings showing Representative or Deputy showing attendance | See Page 2 _____ |
| 18. Any VA letters acknowledging gifts, (original of copy) or special donations | See Page 2 _____ |

| | |
|--|--|
| Mailing to: (if 7/15 time) Michael Miller 400 Luce Avenue Rd Ipswich, MA 01938 VAVSRep@MCL.org | MCL National Committee: MCL National VAVS Representative: Michael Miller - Chairman MCL National VAVS Deputy Representatives - Rex Hepper and Jack Frosh |
|--|--|



Audience Test

1. How often are VAVS meetings held?

Quarterly

2. How many meetings in a row can a Rep/Dep miss before dismissal? **Three**

3. Who appoints the VAVS Rep/Dep?

Detachment Commandant

4. What are the 2 National VAVS Awards?

PNC/Rosen and Det VAVS



Audience Test

5. What are the two most important “paperwork” responsibilities of the VAVS Rep?

Qrtly meeting and AJR

6. How often does a local VAVS Rep require recertification? **Every two years**

7. What’s the name of the required annual report completed by every Rep?

Annual Joint Review

8. What is the MCL National VAVS Representative’s email address?

VAVSRep@MCCleague.org



Questions?



You POC Here

Michael Miller

CWO4 USMC (Ret)

MCL National VAVS Rep
VAVSRep@MCLeague.org

400 Lake Antoine Rd
Iron Mountain, MI 49801
(906) 221-1738