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

Secretary of Veterans Affairs

Veterans Benefits Administration

National Cemetery Administration

Veteran Health Administration

National Advisory Committee

VAVS Central Office

VA Facility
(Volunteer Services)

VAVS Committee

MCL Reps and Deps

National MCL VAVS Rep
VAVSRep@MCLeague.org

Detachment Commandant
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.
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.
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
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.
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.
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
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@MCleague.org
Questions?

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