



# *The Marine Corps League*

**Veterans Administration Volunteer  
Services (VAVS)**

**Representative & Deputy  
Representative Training**



# What We'll Cover

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- 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

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- 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

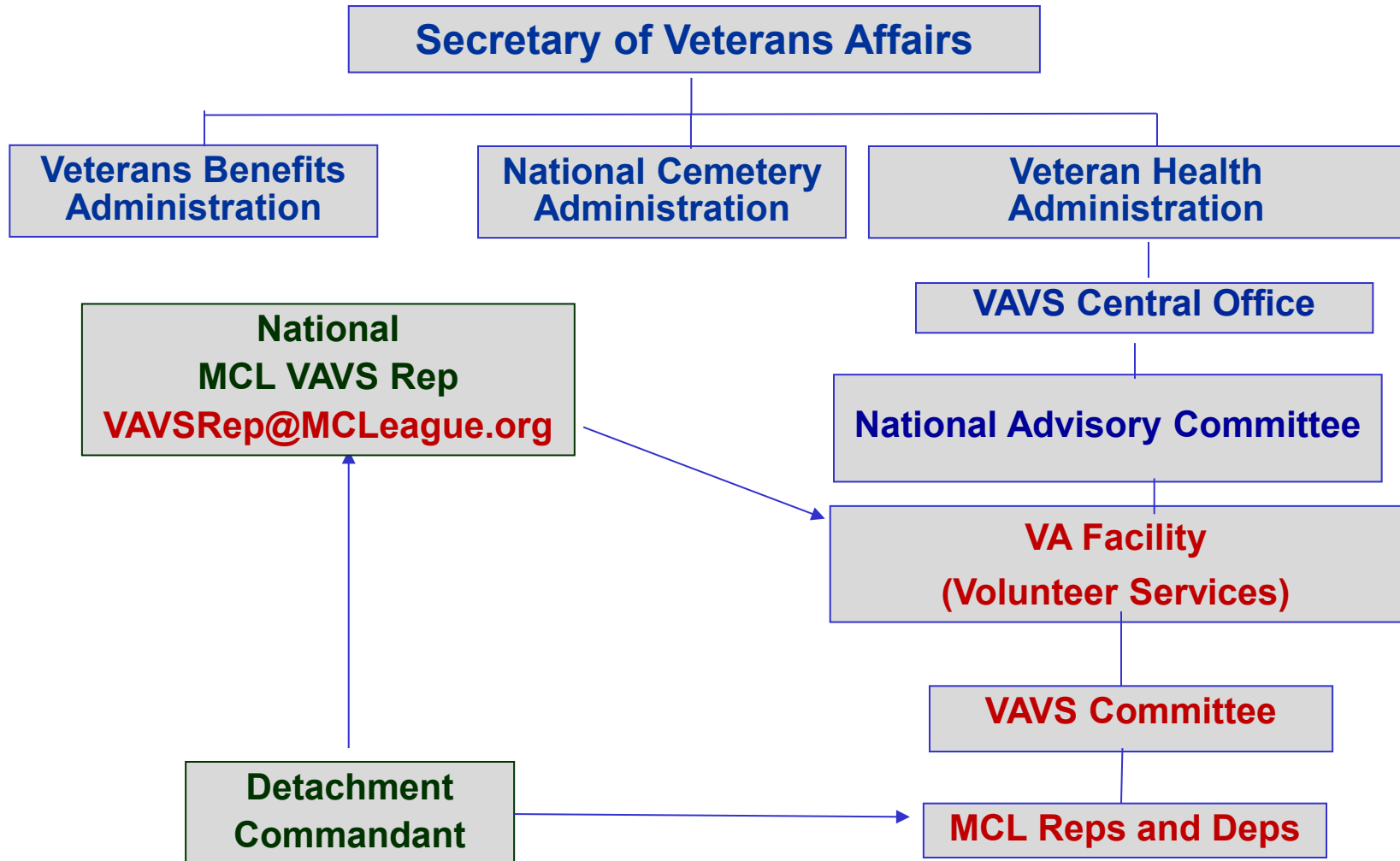
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- NAC Standard Operating Procedures
- National VAVS Rep & Dep Guidelines
- VHA Handbook 1620.01
- VHA Handbook 1620.02
- VHA Handbook 1620.03
- VHA Directive/Handbook 4721
- **MCL VAVS Rep & Dep Guidelines**
- **MCL By-Laws and Admin Procedures**





# VA Organizational Structure





# Detachment Commandant's VAVS Responsibilities

Ref: MCL VAVS Guidelines

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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

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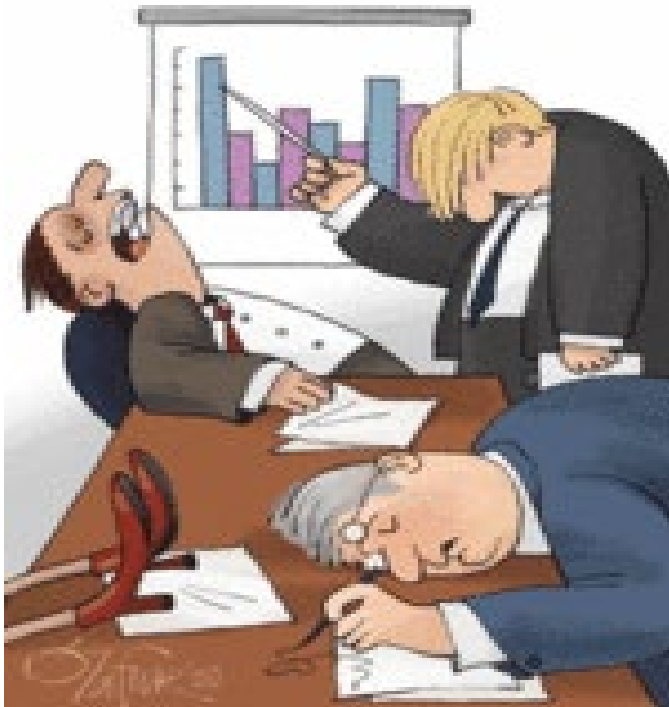
1. Assist with improving the VAVS program,
2. Provide input/feedback to VA staff & VAVS Committee,
3. Promote donations of financial & material goods,
4. Advise & inform MCL of VAVS and VA issues and concerns,
5. Serve on subcommittees and task groups,
6. Maintain organization's records (hours, donations),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

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- 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					
II. 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					
III. GOALS AND OBJECTIVES: (Evaluate last year's progress; Set next year's goals) (From Representative and Chief)					
IV. COMMENTS: Concerns/Extra Duties/Retention Fund Raising Activities/Special Events/Media Use/Volunteer Assignments/Placement (From Representative and Chief)					
VAVS Representative		Chief, Voluntary Service			
(Signature)		(Signature)		(Signature)	
(Attach additional pages if needed)					



# Annual Joint Review

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

## Reps Responsibilities

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- 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

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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

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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

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1. National Detachment  
VAVS Award
  
2. Past National Commandant  
VAVS Award



# PNC's VAVS Rosen Award

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- 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 30 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 Run 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 _____ Other _____
7. Equipment Donated to VA Medical Center	Electronics _____ Clothing _____	Recreation _____ Other _____
8. Coupon Books Purchased (Actual Costs)	Perishable _____ Indigent Fund _____	Programs _____
9. Volunteers at VA Contracted Nursing Homes and/or State Veterans Homes		No. of Volunteers _____
10. Total monetary donations made by to VA Medical Center, Nursing home or State Vet Homes		_____
11. Annual Inflat 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 T's time) Michael Miller 400 Luce Avenue Rd Iron Mountain, MI 49801 VAVSRep@MCLLeague.org	MCL National Council: MCL National VAVS Representative: Michael Miller - Chairman MCL National VAVS Deputy Representatives - Rex Hopper and Jack Prosk
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# Audience Test

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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

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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?

