



13 AP 12/17/2025

16 December 2025

To: Bob Borka, National Executive Director/COO
From: Robert Borka, Member, Flint Detachment #155
Subject: AP Change Proposal Section 3095 National VAVS Representative

In accordance with the National Administrative Procedures, Chapter Ten, Section 10020, the following is submitted for consideration by the body assembled at the 2026 National Convention.

IRT: National Administrative Procedures Section 3095 National VAVS Representative

CURRENT:

Section 3095. National Veteran Affairs Volunteer Service (VAVS) Representative. It shall be the duty of the National VAVS Representative to:

- a. Maintain contact with the VA VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS program. (Rev 2024)
- b. Promulgate the objectives of the VAVS program and cultivate the interest of constituent departments, detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
- c. Receive recommendations from detachments and departments, of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certifications for required representatives and deputies.
- d. Provide written guidance and instructions to department and detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS program and establish standards for required reports.
- e. Receive and compile comprehensive VAVS program activity reports from the various participating departments and detachments and provide copies to the National BOT and VA. (Rev 2024)
- f. Request each division assign a VAVS representative who in turn will be the liaison for each department and detachment. Provide training material to all MCL VAVS volunteers in each division. Track and follow-up prior to Convention each divisions volunteer hours and with the division liaisons and VAVS committee chairperson select the recipients of the MCL VAVS awards as outlined and prescribed in enclosure four (4) of the NAP. Submit an annual report as described above to the National BOT for each National Convention.
- g. Attend annual VAVS meetings conducted by the VA for the representatives and deputies of participating organizations within the approved budget. (Rev 2024)

PROPOSED (Change in RED):

Section 3095. National Veteran Affairs Volunteer Service (VAVS) Representative. ~~It shall be the duty of the National VAVS Representative to:~~

The National VAVS Representative is a MCL member that must be certified as a VAVS Representative by the MCL National Certifying Official. The MCL National VAVS Representative will be appointed by the National Commandant to serve as the MCL VAVS Committee Chairperson. They report to the National Director of Veteran Services (Ref NAP 3055). The National VAVS Representative will administer the program utilizing the MCL National VAVS Program Manual.

- ~~a. Maintain contact with the VA VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS program. (Rev 2024)~~
- ~~b. Promulgate the objectives of the VAVS program and cultivate the interest of constituent~~

~~departments, detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.~~

~~c. Receive recommendations from detachments and departments, of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certifications for required representatives and deputies.~~

~~d. Provide written guidance and instructions to department and detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS program and establish standards for required reports.~~

~~e. Receive and compile comprehensive VAVS program activity reports from the various participating departments and detachments and provide copies to the National BOT and VA. (Rev 2024)~~

~~f. Request each division assign a VAVS representative who in turn will be the liaison for each department and detachment. Provide training material to all MCL VAVS volunteers in each division. Track and follow up prior to Convention each divisions volunteer hours and with the division liaisons and VAVS committee chairperson select the recipients of the MCL VAVS awards as outlined and prescribed in enclosure four (4) of the NAP. Submit an annual report as described above to the National BOT for each National Convention.~~

~~g. Attend annual VAVS meetings conducted by the VA for the representatives and deputies of participating organizations within the approved budget. (Rev 2024)~~

RATIONALE:

The updates of this section are intended to modernize and clarify administrative structure of the National VAVS program while maintaining proper authority and responsibilities of National VAVS Representative. Duties, descriptions, responsibilities, and procedures are contained in a MCL National VAVS Program Manual that now serves as primary operational guideline for the program.

Respectfully submitted,

Robert J. Borka
Member, Flint Detachment #155
National Certifying Authority – VAVS
Marine Corps League