



Marine Corps League VAVS/CDCE Representative & Deputy Representative Certification Form

From: _____
Detachment Name, Number and Department

Date: _____

To: National Certifying Official (VAVSRep@MCLeague.org)

RE: Certification/Recertification Request of MCL VAVS/CDCE Representative/Deputy Representative

I request: ☐ certification ☐ recertification ☐ change information for the following members as indicated to:

VA Hospital, CBOC, or Outpatient Clinic Name and City Assigned

Representative

Name of Representative

MCL Profile ID #

Street Address

City, State, Zip Code

Phone Number

Email Address

Deputy Representative #1

Name of Representative

MCL Profile ID #

Street Address

City, State, Zip Code

Phone Number

Email Address

Deputy Representative #2

Name of Representative

MCL Profile ID #

Street Address

City, State, Zip Code

Phone Number

Email Address

Deputy Representative #3

Name of Representative

MCL Profile ID #

Street Address

City, State, Zip Code

Phone Number

Email Address

Submitted by: _____
Detachment Commandant Signature

Print Name

Information Regarding Certification/Recertification

Responsibilities of MCL VAVS/CDCE Representatives

MCL Representatives serve as the Marine Corps League's official liaison to the VA medical facility.

Representatives are required to:

- Serve as a member of the VA medical center VAVS/CDCE Advisory Committee.
- Attend all quarterly VAVS Advisory Committee meetings or ensure a Deputy attends in their place.
- Conduct the Annual Joint Review (AJR) each spring with the VA Voluntary Service Program Manager.
- Maintain effective communication with the facility and represent the MCL professionally.
- Keep all Detachments within a reasonable distance of the VA facility informed of volunteer needs, opportunities, and updates.
- Recruit and coordinate volunteers for VA-organized programs, activities, and special events.

There is only one MCL Representative assigned to each VA Facility. In cases where more than one Detachment have volunteers at the same VA Facility, Detachments should jointly select the VAVS Representative and Deputies. In any case no more than one Rep and three Deps are allowed at any single VAMC. The MCL VAVS Representative or their Deputies may not be an employee of the VA or be the Representative for another Veteran Organization.

The VA Central Office monitors attendance at the quarterly meetings. **VAVS Representative and Deputies may be dropped from the advisory board if they miss three (3) consecutive scheduled meetings.**

Certification (Term of appointment.) is valid for three (3) years. Recertification is not automatic.

The VA Facility's VAVS Office usually has membership expiration dates. Submission of Certification/Recertification Request of MCL Members is required each time recertification or changes are made to a Detachment's VAVS Representative and/or Deputies.

The **MCL Rep/Dep Cert Form** shall be used to inform MCL National of Detachment VAVS Representatives. The address, phone number and email address are for MCL purposes and will not be shared with the VA Facility.

VAVS Representatives must also participate in **the Annual Joint Review (AJR)** held in the spring of each year. The AJR Form VA 10-1240 Summary Review Form is a recap of a MCL level of participation. It also lists program needs of the facility for the next year and the MCL commitments in the form of supplies, volunteer participation, and funds. The Detachment's VAVS Rep receives a copy of the AJR after the meeting to share with the area's Detachments.

The MCL National VAVS Rep receives a copy of the AJR directly from the VA Facility and endorses the AJR and forwards an endorsed copy to the local Detachment. If your Rep does not receive this endorsed copy by June of each year, please check to make sure the VA Facility sent a copy to the address listed on the VAVS Rep Cert/Recert Form.

The **MCL Rep/Dep Cert Form** is available on the National Website: www.mcleague.org, in the regular Library. Please notify the MCL National VAVS Rep if any of your VAVS Rep or Detachment contact information changes.