

**GUIDELINE FOR**  
**Hospitals, Welfare, and Rehabilitation/VA**  
**Voluntary Services Chairman, and Committee**  
**Members**

for  
National, Regional, Branch Chairman, and Committees



**Taken from**  
**FRA Branch Administrative Manual, FRA CB&Ls, and**  
**FRA Standing Rules**

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## **FRA OBJECTIVE**

**Object of Association** - The object of this Association is that we may take care of such members and their families who may be in urgent need of assistance, financial or otherwise; to assist in recruiting for the United States Navy, Marine Corps, and Coast Guard; to assemble for social intercourse and keep ourselves informed on United States Naval, Marine Corps, and Coast Guard matters, whereby we may continue to loyally serve the nation and the United States Navy, Marine Corps, and Coast Guard. These, together with the Preamble to this Constitution and Bylaws, define the object of the Fleet Reserve Association.

**Nonprofit, Nonpartisan, and Nonsectarian** - The Fleet Reserve Association shall be a nonprofit, nonpartisan, and nonsectarian organization.

Members of the Fleet Reserve Association shall not receive pecuniary profit, incidental or otherwise, by reason of their membership in the Association.

Individual branches may, however, create and operate such death benefit plans as they may desire, provided that any and all payments to beneficiaries of deceased members of the branch shall be paid from the branch treasury and shall in no way obligate the national treasury of the Fleet Reserve Association.

## **NATIONAL FRA**

### **Duties of Officers and Committees**

#### **Duties of the National President**

The National President shall appoint all standing, special, advisory, ad-hoc and convention committees, and chairmen, except when a chairman of a committee has been named by action of a national convention, or where the C&BL otherwise provides. All appointments are for a duration of one year unless the C&BL, the convention delegates, or the National Board of Directors otherwise provides.

#### **Duties of the National Executive Director**

He / She shall notify the national officers and committeemen of their election or appointment and shall give notice to all branches of the National Convention and of the meetings of the National Board of Directors and all national committees.

He / She shall maintain a register of the branches of the Fleet Reserve Association, their officers and committees.

#### **Duties of the National Committee on Hospitals, Welfare, and Rehabilitation**

Committee appointed by the National President; it shall be its duty to foster and maintain good relations between the Fleet Reserve Association and the hospitals, to extend praise and commendation to those units that have rendered outstanding service, and to investigate allegations that shipmates and dependents are not receiving full benefits of existing laws and regulations.

It shall solicit the cooperation of Branch Chairmen of this committee and instill in them the importance of this committee at the branch level.

When the need for welfare assistance comes to the attention of the chairman, he/she shall immediately notify the respective Regional President for referral to the Disaster Relief and Rehabilitation Chairman for action in accordance with the applicable standing rule, Fleet Reserve Association Disaster Relief Fund.

The Chairmen of standing committees shall make an annual report of their activities to the National Board of Directors and to the National Convention, with such recommendations as they deem proper. Recommendations requiring action by the National Convention shall be submitted in accordance with FRA CB&L Section 612.

Every member of the Fleet Reserve Association in good standing shall have unrestricted access to all sessions of the meetings of National Committees but shall have no vote; nor shall they have the privilege of the floor except with the permission of the Committee Chairman.

## **Financial Policy**

Financial Policy Determination – The financial policy of the Fleet Reserve Association shall be determined by the National Convention.

## **Reserve Funds**

Welfare and Rehabilitation Reserve. A maximum annual \$10,000 Welfare and Rehabilitation Reserve is hereby established to assist members of the Fleet Reserve Association, the surviving spouse of a member of the Fleet Reserve Association, and/or immediate family members who may be in dire need of financial assistance. The National President, with the advice of the appropriate Regional President, is authorized to expend up to \$500.00. By a two-thirds vote, the National Board of Directors is authorized to expend an additional \$2,000.00 for one maximum grant of \$2,500.00 per fiscal year per recipient.

**Disaster Relief Fund.** The Fleet Reserve Association authorizes a Disaster Relief Fund, and it shall be governed by the applicable standing rule.

**Restricted Reserve** - A Restricted Reserve is hereby established in the amount of \$1,500,000.00 transferred from surplus funds in the Standby Health Trust Fund.

Net investment income will be used by the National Committee on Budget and Finance for budgeting commitments and shall be restricted to the following purposes for which exemption to federal income tax laws is granted:

- (1). To assist disabled and needy war veterans and members of Sea Service Branches of the United States Armed Services and their dependents, and the widows and orphans of deceased veterans.
- (2). To provide entertainment, care, and assistance to hospitalized veterans or members of the Sea Service Branches of the United States Armed Services.
- (3). To carry on programs to perpetuate the memory of deceased veterans and members of the Sea Service Branches of the United States Armed Services and to comfort their survivors.
- (4). To conduct programs for religious, charitable, scientific, literary, or educational purposes.
- (5). To sponsor or participate in activities of a patriotic nature.

## **Disaster Relief Fund**

A Disaster Relief Fund was established to assist members of the FRA, spouses of deceased members of the FRA, and/or their immediate families who have been stricken by a disaster and are in financial need. The money required to start and continue the fund has been derived entirely from donations. The major sources of donations were branches, units, shipmates, ladies, and friends of FRA. FRA Standing Rule 9 governs the Fund.

**Definition.** Disaster is defined as a single sudden physical event of catastrophic nature such as; floods, fires, typhoons, hurricanes, windstorms or earthquakes which cause severe damage to property.

**Grants.** Initial withdrawal from the Fund is limited to \$1,000.00 per family. One additional withdrawal, up to the same amount, may be authorized in the same manner as the first.

**Requests for Grants.** Requests for grants should be immediately communicated to the regional chairman, disaster relief and rehabilitation. If the regional chairman is not known, contact the Regional President for

information on who the regional chairman is and how they may be contacted. The regional committee chairman, disaster relief chairman and morale, welfare and rehabilitation chairman are responsible for investigating each request (including a request from a Member-at-Large) for a grant from the Disaster Relief Fund and making an appropriate recommendation to the Regional President who shall forward such request to the National President with a copy to the Finance Officer.

**Authorizing Grants.** Withdrawals may be made from the Disaster Relief Fund only after approval by the National President.

## HEALTH CARE

**Availability.** The long-life spans being enjoyed by military retirees along with increasing numbers of retirees in the last several decades has resulted in the retired community and their dependents rapidly outgrowing the capacity of the Military Treatment Facilities (MTFs). There are more personnel on active duty who are married and have families than in past years, a fact that has further burdened the MTFs. While this growth has continued the Congress has not authorized new hospitals or expanded hospitals, preferring to expand the TRICARE program into a managed care network, and relying on Medicare and TRICARE for Life in many instances for beneficiaries aged 65 and over.

### **TRICARE.**

The TRICARE Health Plan manages and oversees an integrated health care delivery system in the East and West U.S. TRICARE regions. The THP Director reports to and operates under the authority, direction, and control of the Director, Defense Health Agency. The THP Director has visibility of both the contract and Direct Care assets, and MTF's, and coordinates with the Services to develop an integrated health plan.

Website: [www.tricare.mil](http://www.tricare.mil)

TRICARE Overseas: <http://www.tricare-overseas.com/contact-us>

TRICARE East: 1-800-444-5445 - Humana Military

TRICARE West: 1-888-874-9378 - TriWest Healthcare Alliance

**TRICARE Select.** TRICARE Select is one of the Military Healthcare Program options for the Uniformed Services. Through TRICARE Select, service families have one of the best health plans anywhere. TRICARE Select shares most of the costs of care from civilian hospitals and doctors when you can't get care through a military hospital or clinic. But there are certain things you need to know about TRICARE Select before using it.

Please refer to Website: [www.tricare.mil](http://www.tricare.mil) for more information on TRICARE Standard.

**TRICARE Prime.** TRICARE Prime is a managed care option offering the most affordable and comprehensive coverage. TRICARE Prime is available in Prime Service Areas in each TRICARE Region. To find out if you live in a Prime Service Area, contact your regional contractor. Key features include:

Please refer to the Website: [www.tricare.mil](http://www.tricare.mil) for more information

**TRICARE for Life (TFL).** TRICARE for Life is Medicare-wraparound coverage if you are TRICARE-eligible and have Medicare Part A and B, regardless of age or place of residence. Coverage is only for those with Medicare and who are TRICARE-eligible. Coverage doesn't extend to family members.

- TFL Enrollment not required
- TFL Coverage is automatic if you have Medicare Part A and B
- Coverage starts the first day Medicare Part A and B are in effect
- You must pay Medicare Part B premiums
- Coverage is available worldwide

Please refer to the Website: [www.tricare.mil](http://www.tricare.mil) for more information

For U.S. and U.S. Territories, call WPS-Military and Veterans Health:  
1-866-773-0404  
TDD 1-866-773-0405

**Medicare.** The Centers for Medicare & Medicaid Services (CMS) manages Medicare. Medicare is a health insurance program for:

- People age 65 or older;
- People under age 65 with certain disabilities; and
- People with end-stage renal disease (ESRD).

For more information on Medicare, call or visit:

- Medicare at 1-800-MEDICARE (1-800-633-4227)
  - Medicare Website: <https://www.medicare.gov/>
- The Social Security Administration at 1-800-772-1213

**MHS GENESIS** is the Military Health System's new electronic health record and is replacing TRICARE Online TRICARE Patient Portal page on the TRICARE.mil website across the U.S. and overseas. When fully deployed, MHS GENESIS will provide a single health record for service members, veterans, and their families.

**Department of Veterans Affairs Health Care System.** Most hospitals and clinics of the Department of Veterans Affairs Health Care System will only accept veterans (military retirees) with DVA approved service-connected disability ratings. A military retiree, although a veteran, is not by virtue of being a military retiree eligible for treatment in the DVA Health Care System. Some of the DVA Health Care Facilities will treat military retirees when resources are available (without DVA disability ratings).

## **FRA Insurance Plans.**

As a retired, active duty, reserve, or veteran FRA member, you are eligible for participation in FRA-sponsored insurance programs. Each plan offers excellent coverage at affordable group rates. Request information regarding the plans of your choice through the FRA website ([fra.org](http://fra.org) under Membership/Membership Benefits/Insurance and Discounts, or call Toll Free 1-800-424-1120.

These are some of the FRA sponsored insurance programs:

- MedicarePLUS Tricare Prime Supplement Insurance
- Long Term Care Insurance
- Group Accidental Death and Dismemberment
- Travel Assistance-Assist Plus
- Identify Protection
- Total Brain
- Start Hearing-Hearing Benefits
- Easy Acceptance Term Life Insurance
- Group 10-Year Level Term Life Insurance Plan
- Senior Age Whole Life Insurance Plan
- Senior Term Life Insurance Plan
- Tricare Supplement Insurance Plans
- Dental Insurance
- Vision Insurance
- Major Medical Insurance
- Critical Illness Insurance Plans

## ARMED FORCES RETIREMENT HOME

**Location.** The Armed Forces Retirement Home (AFRH) is available to military retirees. The former United States Naval Home in Gulfport, Mississippi and The Armed Forces Retirement Home, formerly the United States Soldiers' and Airmen's Home is in Washington, D.C.

**Eligibility.** Persons eligible to be residents are those who served as members of the Armed Forces, with at least one-half of service not being active commissioned service (other than as a warrant officer or limited duty officer) and are: (1) 60 years of age or over; and (2) were discharged or released from service in the Armed Forces under honorable conditions after 20 or more years of active service. Other categories of disabled or incapacitated veterans may also be eligible for residence. Applicants must be capable of caring for themselves at the time of admission as a resident. Spouses may be admitted to live at AFRH with their eligible veteran under the following conditions: Couples must submit a copy of their legal marriage certificate. Spouses must submit proof of enrollment as a covered beneficiary by the Department of Defense and active healthcare coverage, typically a Uniformed Services ID Card showing a TRICARE plan.

**Residence Fees.** Residents of the Armed Forces Retirement Home pay a portion of their retired income to reside at the home. The amount is much less than that normally paid at a normal community retired residence. Once accepted residents may reside at the AFRH for the rest of their life, as the home offers assisted care for those residents who become unable to care for themselves.

**Applications/Information.** The AFRH-W is nestled on 272 acres in the heart of our nation's capital, just minutes from the White House, U.S. Capitol and other national landmarks. The Home once housed four U.S. Presidents, including Abraham Lincoln. Considered a city within a city, the campus features everything residents need for daily living: 1021 private living rooms equipped with cable television and telephone, banks, chapels, convenience store, post office, laundry, barber shop and beauty salon, dining room, and 24-hour security and staff presence.

The AFRH-G in Gulfport, MS, is on about 40 acres of prime waterfront land sitting on the Mississippi Sound. It is a multi-tower complex with five levels of care and full amenities under one roof. It was built to mitigate the effects of a Category 5 hurricane. Plus, it features the latest in green technology and supports the philosophy of Aging in Place.

For application and information contact:

Public Affairs Office, #584  
Armed Forces Retirement Home  
3700 N. Capitol Street NW  
Washington, DC 20011-8400

public.affairs@afrh.gov  
Fax: (202) 541-7519  
Telephone: 1-800-422-9988.  
Or visit [www.afrh.gov](http://www.afrh.gov).

## **DISABLED MEMBERS IN HARDSHIP**

**Dues.** Disabled members may be excused from payment of dues when payment would inflict hardship. Branches shall judge for their membership. The Chairman, Membership and Retention Committee shall make the decision for Membership-at-Large Roll members. Branch secretaries shall make an annual report in the month of March, to the Chairman, Membership and Retention Committee, listing the names and membership numbers of all disabled members affiliated with the branch. If no report is received, members previously reported as disabled will be terminated effective 30 June unless payment of dues has been received by the Chairman, Membership and Retention Committee. The Chairman, Membership and Retention Committee shall notify the branch secretary during the month of July of those terminated members.

## **REGIONAL**

### **Duties of the Regional President**

Regional president shall be the representative of the National President within his/her region.

He/she shall appoint regional chairmen and committees to receive, judge and forward selected branch committee reports to the cognizant national committee chairman and perform such other duties as may be required by the Regional President or the regional bylaws and/or standing rules.

He/she shall ensure that the Chair submits a report to National Chairmen with all Regional statistics drawn from all the committee reports received by the Regional Committee to the National Chair of Hospitals, Welfare and Rehabilitation. (SEE Example Appendix A-4)

### **Duties of the Regional Hospitals, Welfare and Rehabilitation Committee:**

Its duties are to foster and maintain good relations between the FRA and the hospitals, to extend praise to those units that have rendered outstanding service, and to investigate allegations that shipmates and dependents are not receiving full benefits of existing laws and regulations. This committee should investigate all incidents involving a need for welfare assistance.

When the need for assistance is beyond the capacity of the local branch, the Branch President shall make a report to the Regional Chairman and Regional President with appropriate recommendations.

## **BRANCHES**

### **President's Duties and Responsibilities**

The branch president is responsible for ensuring that the branch officers and committee chairmen comply with their responsibilities set forth in the C&BL, FRA, regional bylaws and branch bylaws, and Branch Administrative Manual. These responsibilities involve annual or periodic submission of reports. A brief list of these responsibilities is as follows:

Annual Branch Committee Reports by the Committees on Americanism-Patriotism, Hospitals, Welfare and Rehabilitation; Public Relations; and Youth Activities (Responsibility: Outgoing president and committee chairmen).

### **Duties of The Branch Hospitals, Welfare, and Rehabilitation Committee**

Branch committees shall perform the duties of their titles and shall function under the supervision of the Branch President and the Branch Board of Directors.

Duties of the Branch Hospitals, Welfare and Rehabilitation Committee: Its duties are to foster and maintain good relations between the FRA and the hospitals, to extend praise to those units that have rendered outstanding service, and to investigate allegations that shipmates and dependents are not receiving full benefits of existing laws and regulations. This committee should investigate all incidents involving a need for welfare assistance. When the need for assistance is beyond the capacity of the local branch, the Branch President shall make a report to the Regional Chairman and Regional President with appropriate recommendations.

## **Branch Assistance to Survivors**

**General.** An important and meaningful service that a branch can provide is that of assisting the survivor when the death of a member occurs. Many of our members fail to do the necessary advance planning of their personal affairs for their eventual demise. Some solve this problem by telling their spouses that the FRA will assist them with everything.

The FRA and particularly many of FRA's Branch Secretaries, Branch Service Officers, and Branch Hospitals, Welfare and Rehabilitation Committee chairmen and members are justifiably proud of their past record in assisting survivors.

FRA shipmates help the survivor and often go the extra mile to assist with everything within reason.

**Assisting the Survivor.** Every branch secretary, as a minimum, should keep information readily available so that they can immediately refer the surviving spouse (or next of kin) to a competent office for immediate assistance. A ready source of assistance near most major bases is the Retired Affairs Office and the Family Service Centers. They possess the capability to have the base send a report of the death of the retired member and provide most other information and assistance needed.

In addition, visit the Defense Finance and Accounting Service (DFAS) and the Department of Veterans Affairs web sites for useful information.

**Actions to Assist.** The following should be used as a guide to assist shipmate's families at the time of death.

- Call 1-800-FRA-1924 extension 1 and notify the FRA's National Headquarters of the member's death.
- Call the family and ask if you can be of assistance.

Due to the privacy concerns only an immediate family member may call DFAS or the Department of Veterans Affairs. Provide the family with the following phone numbers so they can call DFAS Casualty Care Center (1-317- 129-0551). The Casualty Center should be used for casualty information to report the service member's death.

- Full name of deceased.
- Social Security Number or DOD ID.
- Date of death.
- Marital status
- Next of kin's name, address, and telephone number.

After this information is provided, be sure the family knows to ask DFAS for the following information:

- Was the deceased enrolled in SBP?
- Was the deceased receiving additional compensation from the Department of Veterans Affairs?
- What outstanding allotments are going to insurance companies, including the Department of Veterans Affairs (Get the names and addresses of the companies).

DFAS will notify the annuity center if the member was enrolled in the Survivor Benefit Plan (SBP) and mail the necessary claim forms to the beneficiary.

Then have the family call the Department of Veterans Affairs Regional Office (1-800-827-1000) and provide them with the following information:

- Full name of deceased.
- Social Security Number.
- Service Number if available.
- Date of death.
- Next of kin's name, address, and telephone number.

Call the Department of Veterans Affairs Insurance Division (1-800-669-8477) to determine if the deceased had Government Life Insurance. You must provide the following information.

- Full name of deceased.
- Social Security Number.
- Service Number if available.
- Date of birth.
- Date of death.

After this information is provided, the family will need to ask the Department of Veterans Affairs for the following information about the insured:

- Insurance file number.
- Insurance policy number.
- Net amount of insurance.
- Name of beneficiary.

Inform the surviving spouse to call the Social Security Administration Office (1-800-772-1213) and report the death of the member and request that an appointment be scheduled to review eligibility for benefits. The SSA will either transact business over the phone or set up an appointment with a local SSA office.

The following information is necessary to complete all the claim forms:

- Last issued DD-214. All members should have this form. If not, they should attempt to obtain it from the Personnel Center
- Marriage Certificate
- Any Divorce certificates from previous marriages of both the deceased and the spouse (needed for civil service information)
- Civil Service Retirement letter (CSA Number will be on W-2 Form)

Advise the surviving spouse that any checks or direct deposits received from DFAS the month of death must be returned to DFAS. If there was a direct deposit, the bank must be notified to return the amount of the direct deposit.

DFAS automatically provides surviving spouses with an application form to apply for SBP annuities if it is determined they were enrolled in SBP. Normally, the first annuity payment is received approximately 30 days from the date the completed form is received at DFAS. Any questions on SBP annuities should be directed to DFAS at 1-800-321-1080. It is recommended that a direct deposit system be used for any SBP annuity payments.

As a result of the phone call to the Department of Veterans Affairs (if the deceased had life insurance) the necessary forms will be mailed to the beneficiary. If the beneficiary is the surviving spouse, you can assist in completing the forms.

If burial is in a national cemetery, the funeral director should take care of the forms for the headstone. There is no compensation for the burial unless the deceased had a service-connected disability. The Department of Veterans Affairs should provide the necessary forms for reimbursement.

If the burial is in a private cemetery the funeral director should apply for the headstone or marker that is provided by the VA if the surviving spouse desires.

If the deceased dies in a Veterans Affairs Medical Center hospital the VA will pay for transportation costs to the funeral home and then to a national cemetery. If the deceased dies in a military hospital the government pays only the cost of transportation to the funeral home.

The Department of Veterans Affairs will pay additional burial costs if the deceased dies of a service-connected disability.

For those who were employed/retired by civil service, call 1-888-767-6738 (Retirement Operations Center, U.S. Office of Personnel Management, Post Office Box 45, Boyers, PA 16017-0045). The office will ensure the processing of death benefits will commence and all forms will be mailed to the surviving spouse. If necessary, the surviving spouse will be advised on procedures for returning any annuity check to the Office of Personnel Management.

Note: Completed forms should be mailed by certified mail, return receipt requested. A reproduced copy of these forms should be kept by the surviving spouse for record purposes.

Provide the surviving spouse with a list of things that must be done personally, such as:

1. Have a new will made (nearest base legal office should do without charge).
2. Procure a new military identification card (will need DD-214, death certificate, marriage license and current ID card).
3. Change title and registration of vehicle(s) at nearest DMV office. The spouse will need death certificate and registration/ownership forms for vehicle(s).
4. Contact automobile insurance company and change records.
5. If there are investments with credit unions or other entities, check to see if any life insurance is included.
6. Check with every firm to which any type of payment is made and check if any life insurance is provided.
7. Leave telephone in deceased name or use her/his initials in the telephone book as a means to avoid crank calls.
8. Check any health insurance or supplement health insurance plans and contact the providers to make the necessary changes.
9. Change checking accounts, savings accounts, etc. to reflect any changes.

**Widows/Widowers.** The surviving spouse who is receiving an SBP annuity must also make sure they keep the finance center informed of any change of address. Notification will ensure that they continue to receive Shift Colors, pre-verified I.D. card applications, and should also ensure their DEERS status remains up to date. The only time SBP annuitants would have reason to contact the finance center is for change of address, annuity check not received, change of income tax deduction. Family members should contact DFAS upon the death of the annuitant.

Notify DFAS at (800)321-1080.

Defense Finance and Accounting Service  
US Military Annuitant Pay  
8899 E. 56th Street Indianapolis, IN 46249-1300  
FAX: 1-800-982-8459

## **Options Available to Assist Shipmates**

### **Disaster Relief Fund**

Refer to Disaster Relief Fund section on page 3.

### **Health Care**

Refer to Health Care section on page 5.

### **Armed Forces Retirement Home**

Refer to Armed Forces Retirement Home section on page 7.

### **FRA Insurance Plans**

Refer to FRA Insurance Plans section on page 5.

### **Disabled Members in Hardship**

Refer to Disabled Members in Hardship in section on page 8.

# FRA VETERANS AFFAIRS VOLUNTEER SERVICE (VAVS) PROGRAM

## History

Founded in 1946, the Veterans Affairs Volunteer Service Program (VAVS) coordinates volunteer efforts at VA health care facilities. It is supported by more than 350 organizations, making it one of the largest centralized volunteer programs within the federal government. Since 1946, volunteers have provided more than 676 million hours of service to our veterans.

The VAVS National Advisory Committee (NAC) advises the VA on volunteer matters, assists in recruiting and orienting volunteers, and keeps members of participating organizations (like FRA) informed of the need for volunteers.

Over the past several years, the number of volunteers has decreased while the number of services provided by VAVS is increasing. This decline in volunteers includes FRA's representation in the program. FRA currently maintains full member status on the NAC, but our status will be downgraded to "associate member" and we will lose our voting privileges on the committee unless we rebuild our VAVS base.

FRA is founded on the cardinal principles of "Loyalty, Protection and Service." A recommended demonstration of those principles is summarized in our Constitution and By-Laws Section 816(a), which outlines our responsibility to "foster and maintain good relations between the FRA and the hospitals..." One way we can foster a good relationship with local VA hospitals or medical centers is by becoming part of the VAVS program.

## FRA Involvement

Most VA facilities have a VAVS Advisory Committee, which consists of representatives from the various service organizations and volunteer groups serving the hospital. Local VAVS Advisory Committee members meet on a quarterly basis to discuss the hospital's voluntary services program, recognize outstanding volunteers and to share the needs of hospitalized veterans. Having FRA representation on these advisory boards allows our organization to play a more active role in serving veterans. As an added benefit, increased FRA involvement also secures our position on the National Advisory Committee, which in turn, allows us a stronger voice in improving VA healthcare.

Whether you're interested in serving on the advisory committee or simply volunteering, your first stop is the local VA hospital or medical center. Ask if they have a VAVS program and whether FRA is represented on their advisory committee.

## Where to Volunteer

- **VA Medical Centers-** [www.va.gov/volunteer](http://www.va.gov/volunteer)
- **VA Community-Based Outpatient Clinics**
- **VA Poly Trauma Centers-** <http://www.polytrauma.va.gov>
- **Fisher House Foundation-** <http://www.fisherhouse.org>
- **State Veterans Homes-** <http://www.nasvh.org/home/index.cfm>
- **Vet Centers-** <http://www.vetcenter.va.gov>
- **VA Youth Volunteering-** [www1.va.gov/volunteer/studentprgm.cfm](http://www1.va.gov/volunteer/studentprgm.cfm)

## Duties of VAVS Rep/Dep

- **Assist** with improving the VAVS Program
- **Provide** input/feedback to VA staff and VAVS Committee
- **Recruit** volunteers

- **Promote** donations of financial and material goods
- **Advise** and inform leadership of VAVS and VA issues and concerns
- **Attend** and participate in VAVS meetings and distribute information to Branches
- **Serve** on subcommittees and task groups
- **Maintain** Branch records (hours and donations)
- **Coordinate** facility activities and projects
- **Conduct** Annual Joint Review
- **Register** as a Regularly Scheduled Volunteer

If you would like to represent FRA, or act as an alternate representative if another Shipmate has already been designated, you'll need a formal designation letter from FRA Headquarters. Your branch secretary can request this directly at [vafra@fra.org](mailto:vafra@fra.org) or by calling 1-800-372-1924 (ext. 102).

Regional Presidents have a listing of the VA facilities in his/her region, which includes contact information for each facility. This information is also posted at [www.fra.org](http://www.fra.org). Click the "Membership" tab and then click the "Member Resources" link then finally "**Find a FRA Veteran Service Officer or Search the Department of Veterans Affairs Accredited Attorneys, Claims Agents, or Veterans Service Organizations (VSO) Representatives**" on the left side of the page.

## **INFORMATION ON VARIOUS FRA VETERAN SERVICES**

The Fleet Reserve Association (FRA) plays an active role in ensuring your benefits remain strong through our legislative advocacy. FRA is your voice on Capitol Hill, communicating with Congress on your behalf on pay, benefits, health care, retirement, family and survivors' issues.

The FRA Educational Foundation provides a variety of scholarships for current and former sea service enlisted and their family members. FRA's Educational Foundation has granted more than \$100,000 in undergraduate and graduates' scholarships annually to our members and their families. For a complete listing of scholarships and qualifications, please visit [www.fra.org/foundation](http://www.fra.org/foundation).

FRA's Veterans Service Program has accredited veteran service officers (VSO) who can help you navigate through your VA compensation, educational and health care benefits. FRA's VSOs can provide assistance understanding and filing for VA disability compensation, educational or other benefits. Looking for help? FRA can get you the assistance you need, when you need it.

### Getting involved with the Community

Veteran students looking to get involved either on campus or in their communities can become engaged by in one of the hundreds local FRA Branches. Members can volunteer to assist high school students participating in the Branch Americanism/Patriotism Essay Contest, NJROTC, Sea Cadet or Young Marine programs. Other volunteer opportunities include becoming involved in the VA Voluntary Service (VAVS) program at your local VA medical facility. Contact a local FRA Branch to see how you can reach out to help others in your community.

### Additional Information

If a Branch is interested in additional information, or outreach materials, contact FRA National Headquarters.

## REPORTING

### Understanding the Hospital, Rehabilitation and Welfare (HWR)/VA Voluntary Services (VAVS) Branch Committee Report Form

The National Standing Committee has developed a standardized form for reporting annual activities within the Branch which have benefited the Veterans' communities. The committee will periodically review and update the report.

As with any National Standing Committee which requires annual reporting, the form should be completed, signed by the appropriate Branch Chairman and President and forwarded to the designated Regional Chairman and Officers for consideration of Regional and National recognition.

### Understanding the HWR/VAVS Branch Committee Annual Report Form

When filling out the report form, please be as complete and accurate as possible. The following is a guide for completing the Annual Report:

- First Section (Heading information and #1): Region and Branch members in "Good Standing" can be found in the Fourth Quarter Report of Membership (Ending March 31, of the current year). The Branch Membership Group can also be found on the 4th quarter membership report.
- Second Section: Document the hours and mileage spent:
  - (a) Visiting/assisting ill or incapacitated members at home, hospitals, or rehabilitation centers: and/or the hours and mileage spent, and
  - (b) Assistance to families of Shipmates in need.
- Third Section: List the Names of the Shipmates and the hours volunteered at hospitals by each Shipmate.
- Fourth Section: Document the number of widows/widowers assisted, and the hours spent doing so.
- Fifth Section: Document the number of Shipmates who donated blood, and how the number of pints donated.
- Sixth Section: Document the number of Rituals performed by the Branch and then document the total number of Shipmates that attended all the Rituals, for what is considered a ritual please see the FRA Rituals Manual.
- Seventh Section: Document the number of books or magazines donated to hospitals, rehabilitation, and medical centers.
- Eighth Section: Document the financial contributions, separately, by Branch and Shipmates to FRA Disaster Relief Fund.
- Ninth Section: List any other activities, on an attachment that is not listed in this report that could be considered covered under this committee. Those could be the donations of clothing, household effects, miscellaneous items, etc.
- Tenth Section (VA Voluntary Service (VAVS) Program activities (#4):
  - (a) Report the name of the VA facility location to which the Branch and/or Shipmate volunteers or provides donations.

- a. Report the name of the Shipmate (if designated) who is the FRA Local Representative. \*
- b. Report the name/s of Shipmate/s designated as FRA Local Deputy Representatives. \*

(\* Branch Secretaries receive from NHQ a copy of “designation” letters, signed by the FRA certifying official, the NED for Local Representative/Deputy.)

- Eleventh Section: Report the total number of hours and volunteers who volunteered for the Branch at the listed VA facility (the Local Rep can request a listing of accumulated regular, occasional and total hours volunteered for the facility.)
- Twelfth Section: Report if the FRA Local representative has completed the annual VAVS joint review; provide a copy of the signed review.
- Thirteenth Section: Report all donations provided by the Branch, either monetary or in durable items (estimate monetary value).
- Fourteenth Section (FRA Student Veteran Program): Does Branch participate in the FRA Student Veteran Program? If, “yes”, complete questions; if “no”, proceed to #9.
  - (a) Report the name/s of universities/colleges/trade schools to which Branch has provided outreach to in the past year.
  - (b) Does Branch provide a local scholarship to a student veteran at the named institution, or any student veteran?
    - a. Amount of Scholarship.
    - b. Number awarded.
- Fifteenth Section (Other veteran centric activities): This section would include any activities the Branch initiated, sponsored or participated in which would be focused on your local community emphasizing veterans. This can include veteran parades; veteran information tables at VA facility or DOD base; homeless awareness activities; outreach event at local Branch; any other activity focusing on veterans, their families and survivors.
- Sixteenth Section (Shipmate of the Year): In nominating a Branch member for consideration for “Shipmate of the Year” in HWR/VAVS, take into consideration all aspects in which this member excelled in for the reporting year.

NOTE: IN NOMINATING A SHIPMATE AS “SHIPMATE OF THE YEAR” OR DESERVING OF SPECIAL RECOGNITION, ON THIS REPORT, NOMINATION MUST BE ACCOMPANIED BY A SEPARATE SHEET(S) OF PAPER, GIVING A DETAILED REPORT OF THIS SHIPMATE'S ACTIVITIES.

- Final Section (Signature of Branch Chair and President): Sign and forward completed report to appropriate members listed on “Distribution”, keeping a copy in Branch files.

## RECORDS RETENTION TIME PERIODS

**Records Retention Time Periods.** This guidelines for FRA branches regarding record retention, including the length of time records should be kept.

- Audit reports and accountants - permanently.
- Bank reconciliations - 1 year.
- Cash books - permanently.
- Charts of accounts - permanently.
- Checks (canceled, but see exception below) - 7 years.
- Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc.) - (checks should be filed with the papers pertaining to the underlying transaction) - permanently.
- Correspondence (routine) with members or vendors - 1 year.
- Correspondence (general) - 3 years.
- Correspondence (legal and important matters only) - permanently.
- General electronic mail - 2 weeks.
- Insurance records, current accident reports, claims, policies, etc. - permanently.
- Internal reports (miscellaneous) - 3 years.
- Inventories of products, materials, supplies - 7 years.
- Journals - permanently.
- Minute books of National Board of Directors, including C&BL, and charter - permanently.
- Notes receivable ledgers and schedules - 7 years.
- Option records (expired) - 7 years.
- Petty cash vouchers - 3 years.
- Property appraisals by outside appraisers - permanently.
- Property records, including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints, and plans - permanently.
- Purchase orders (except purchasing department copy) - 1 year.
- Purchase orders (purchasing department copy) - 7 years.
- Stenographer's notebooks - 1 year.

## **E-MAIL ADDRESS POLICY**

All member information, including e-mail addresses are to be considered confidential records and kept as such by the Fleet Reserve Association (“FRA”) and its branch and regional leaders. The purpose of this policy is to ensure the proper use of FRA member e-mail addresses by FRA staff, branch, branch leaders and FRA membership (“Covered FRA individuals”). If there is evidence that Covered FRA individuals are not adhering to the guidelines set out in this policy, FRA reserves the right to take disciplinary action (up to and including removal from the membership) or legal action. If you have any questions or comments about this E-mail Address Policy, please contact FRA National Headquarters.

- 1) All member e-mail addresses are confidential member information and shall not be disclosed to third parties. If Covered FRA individuals send an e-mail communication to more than one member, the sender must take all precautions to ensure that member e-mail addresses cannot be seen by other recipients of the e-mail communication through the use of blind carbon copy (BCC) distribution lists.
- 2) The use of member e-mail addresses by Covered FRA individuals shall be permissible for the purposes of communicating association business and activities to the membership. Covered FRA individuals may not use member e-mail addresses for sending e-mail communications for their own personal commercial interests or for third party commercial interests.
- 3) It is strictly prohibited for Covered FRA individuals to use member e-mail addresses for the purposes of:
  - Sending or forwarding e-mail communications containing libelous, defamatory, offensive, racist or obscene remarks.
  - Sending or forwarding e-mail communications containing materials that infringe the intellectual property rights of others.
  - Forwarding a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
  - Forging or attempting to forge e-mail messages, or disguise or attempt to disguise their identity when sending e-mail.
  - At the end of FRA e-mails after the signature block of the sender, a statement such as “This e-mail is for official FRA business and for privacy purposes is not to be forwarded to anyone not involved with the FRA.”, should be added for privacy purposes and protection of the sender.

### **Declaration**

By virtue of joining the FRA, I agree to comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

**AWARDS**  
(OTHER THEN ANNUAL AWARDS)

**National: Certificate of Merit**

A Certificate of Merit may by a two-thirds vote of the National Convention be presented to an individual person and/or body of organized persons in the name of the body, who have rendered some distinguished service to the Fleet Reserve Association. (C&BL Article 15, Section 1506(a))

Nominations for the Certificate of Merit shall be made by resolution to the National Convention, in accordance with Section 611. (C&BL Article 15, Section 1506(b))

**Regional and Branch: Certificate of Appreciation**

A Certificate of Appreciation, signed by the branch president and/or branch secretary or by the national officer presenting the certificate, may be awarded to an individual person and/or body of organized persons, in the name of the body, who have rendered some distinguished service to the branch or to the national officer.(C&BL Article 17, Section 1507(a))

## APPENDIX

- Appendix A1 **Fleet Reserve Association, Hospitals, Welfare & Rehabilitation (HWR)/VA Voluntary Services (VAVS) Committee Annual Report**
- Appendix A2 **Fleet Reserve Association, Hospitals, Welfare & Rehabilitation (HWR)/VA Voluntary Services (VAVS) Committee Branch Monthly Records**
- Appendix A3 **Fleet Reserve Association, Hospitals, Welfare & Rehabilitation (HWR)/VA Voluntary Services (VAVS) Committee; Shipmates Monthly Input**
- Appendix A4 **Regional and National Committee Chair Report (Example)**
- Appendix A5 **Department of Veterans Affairs Contact Numbers**
- Appendix A6 **Federal Benefits for Veteran and Dependents**

DO NOT MISPLACE THIS FORM - IT MUST BE SUBMITTED AS AN ANNUAL REPORT BY JUNE 30th.

**FLEET RESERVE ASSOCIATION  
HW&R COMMITTEE REPORT**

Negative  
Report

Region: \_\_\_\_\_ Branch Number: \_\_\_\_\_ Name \_\_\_\_\_ Group: \_\_\_\_\_

IF NO ACTIVITY, A NEGATIVE REPORT IS REQUIRED.  
REPORT TO BE SIGNED BY BRANCH CHAIRMAN AND BRANCH PRESIDENT OF THE REPORTING YEAR

\_\_\_\_\_  
MBR ID BRANCH CHAIRMAN 20\_\_\_\_ - 20\_\_\_\_ MBR ID BRANCH PRESIDENT 20\_\_\_\_ - 20\_\_\_\_

The following report is submitted for the year: 1 July \_\_\_\_\_ to 30 June \_\_\_\_\_.

Total Branch members in Good Standing as reported in the 31 March Membership Report: \_\_\_\_\_

1. Hours and mileage spent performing the below activities:
  - (a) Visiting/assisting ill or incapacitated members: hours \_\_\_\_\_/miles \_\_\_\_\_
  - (b) Assistance to families of Shipmates in need: hours \_\_\_\_\_/miles \_\_\_\_\_
2. Hours of volunteer work performed at Hospitals, VA Hospitals, Extended Care Centers, Community Living Centers, Out-Patient Clinics, etc. by Shipmates:
 

Name _____	Hours _____
Name _____	Hours _____
Name _____	Hours _____
Name _____	Hours _____
3. Widows assisted: Number \_\_\_\_\_ Hours \_\_\_\_\_
4. Number of Shipmates who donated blood: \_\_\_\_\_ Number of pints donated: \_\_\_\_\_
5. Rituals:
  - (a) Number of Rituals: \_\_\_\_\_ (See Rituals Manual)
  - (b) Number of Shipmates attending Rituals: \_\_\_\_\_
6. Number of books or magazines donated to hospitals: \_\_\_\_\_
7. Financial contributions by Branch and Shipmates to FRA Disaster Relief:
  - (a) Branch: \$ \_\_\_\_\_
  - (b) Shipmate: \$ \_\_\_\_\_
8. List any other activities on attachment. (Donations of clothing, household effects, miscellaneous items, etc.)
9. VA Voluntary Service (VAVS) Program activities:
  - (a) Name of VA Facility \_\_\_\_\_
  - (b) Do you have a Shipmate Designated as a Local Representative:  
Name: \_\_\_\_\_
  - (c) Do you have a Shipmate(s) Designated as Deputy Rep:  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

10. Has FRA Local Representative completed VAVS Annual Joint Review: Yes/No

11. Donations made by Branch and Shipmates to VAVS Program/

- (a) Durable Items (water, clothes, coffee, etc. (estimated value): \$ \_\_\_\_\_
- (b) Monetary: \$ \_\_\_\_\_
- (c) Branch Total: \$ \_\_\_\_\_
- (d) Shipmate Total: \$ \_\_\_\_\_

12. Does Branch participate in the FRA Student Veteran Program with a local college or university? Yes No

- (a) Name of school: \_\_\_\_\_
- (b) Amount \$ \_\_\_\_\_ Number awarded: \_\_\_\_

13. Other veteran centric outreach activities Branch participated in the past year: (List date, activity and details)

Name of Shipmate nominated as Shipmate of the Year, or deserving of special recognition: Name: \_\_\_\_\_

NOTE: IN NOMINATING A SHIPMATE AS “SHIPMATE OF THE YEAR” OR DESERVING OF SPECIAL RECOGNITION, THIS REPORT MUST BE ACCOMPANIED BY A SEPARATE SHEET(S) OF PAPER, GIVING, A DETAILED REPORT OF THIS SHIPMATE'S ACTIVITIES.  
(SEE ATTACHED SOY FORM)

Branch Chairman: Submit report to Regional Chairman.

Regional Chairman: Submit Report to National Chairman immediately following Regional Convention.  
IF ADDITIONAL INFORMATION IS REQUIRED, CONTACT REGIONAL COMMITTEE CHAIRMAN

- Distribution: (1) Regional Chairman  
(2) Regional President  
(3) Branch Files

THIS FORM MAY BE REPRODUCED LOCALLY FOR BRANCH AND/OR REGIONAL USE  
Regional/Branch Chairmen may want to add items for their own purposes

**FLEET RESERVE ASSOCIATION NOMINATING FORM FOR HW&R/VAVS  
SHIPMATE OF THE YEAR**

Region: \_\_\_\_\_ Branch No: \_\_\_\_\_ Name: \_\_\_\_\_ Group: \_\_\_\_\_

The following Shipmate has been nominated for consideration as HW&R Shipmate of the Year:

NAME \_\_\_\_\_ Membership No. \_\_\_\_\_

A. Activities in which the Shipmate participated.

B. The average number of hours contributed in each activity.

C. Personal monetary contributions. (If applicable)

D. Additional information that may be useful in making this selection.

\_\_\_\_\_  
MBR ID    Branch Chairman

\_\_\_\_\_  
MBR ID    Branch President

HW&R/VAVS SOY

Rev.: 11/2025





**REPORT OF THE CHAIRMAN  
FRA PEACHY REGIONAL COMMITTEE ON HOSPITALS, WELFARE, AND REHABILITATION  
80th PEACHEY REGIONAL CONVENTION  
PEACHEY HOTEL AND CONFERENCE CENTER  
NAVYTOWN, VIRGINIA  
NOVEMBER 13, 2025**

The Regional Committee on Hospitals, Welfare, and Rehabilitation met in the Red Ballroom of the Peachey Hotel and Conference Center in Navytown, VA, on Friday, November 13, 2025 at 1030.

Chair: RPEC Davey Jones, Branch 293  
Member: Shipmate Drew Carey, Branch 141  
Shipmate Zach Bryan, Branch 369  
Shipmate Robert A. Riggle, Branch 006  
  
Advisor: Shipmate Jesse Ventura, Branch 204  
Visitors: Shipmate Roger T. Staubach, Branch 217

The data contained in this report is based on the Fleet Reserve Association Peachy Region, and the numbers contained here are from the reports presented. They do not reflect the entire FRA East Coast Hospital, Welfare, and Rehabilitation efforts, but those submitted.

Hours spent visiting/assisting ill or incapacitated members: **1062** Hours  
Miles driven visiting/assisting ill or incapacitated members: **7087** Miles  
Hours spent assistance to needy families of Shipmates: **213** Hours  
Miles spent assistance to needy families of Shipmates: **1104** Miles  
Hours of volunteer work performed at hospitals by Shipmates: **1139** Hours  
Widows assisted: **21**  
Hours spent assisting Widows: **119** Hours  
Number of Shipmates who donated blood: **11** Donating, **17** Pints  
Number of Rituals performed by Shipmates: **91** Shipmates Present: **854**  
Number of books or magazines donated to hospitals: **141**  
Contributions made to the FRA Disaster Relief Fund: Branch: \$ **25.00**, Members: \$0.00

**Disaster Relief & Welfare and Rehabilitation Fund**

None reported at the time of this Report

**National Committee 2025 Report Winners:**

The Regional Committee Reviewed the reports submitted and the following were selected as first, second, and third place winners in group I through V:

	<u>First Place</u>
Group I	Branch 005
Group II	Branch 033
Group III	Branch 052
Group IV	Branch 116
Group V	Branch 131

	<u>Second Place</u>
Group I	Branch 141
Group II	Branch 142
Group III	Branch 168
Group IV	Branch 205
Group V	Branch 228

	<u>Third Place</u>
Group I	Branch 262
Group II	Branch 347
Group III	Branch 361
Group IV	Branch 369
Group V	Branch 207

The Committee has selected the following shipmate to be the Regional Shipmate of the Year: **Shipmate Robert Barker, Branch 217, Winston-Salem.**

Recommendations: The Committee on Hospitals, Welfare, and Rehabilitation Manual needs reviewed and updated. The term RITUAL needs to be defined as it pertains to this Hospitals, Welfare, and Rehabilitation. Regional Committee Chairman should submit a report containing all of the information summed up from the reports received from their regions. This report will also show the placement in each group and state the Shipmate of the year if there is one submitted for that region. There is a need for a standardized evaluation sheet to help grade reports along with some instructions for new members.

This concludes the report of the Peachy Region Committee on Hospitals, Welfare, and Rehabilitation, and I move that it be accepted.

In Loyalty, Protection, and Service,

RPEC Davey Jones  
Chairman

## FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS

The VA publishes a comprehensive annual guide, Federal Benefits for Veterans and Dependents. The 2016 handbook can be ordered for \$5.00 from the U.S. Government Printing Office by calling toll free (866) 512-1800, or in DC (202) 512-1800 or by going online at <https://bookstore.gpo.gov/products/sku/051-000-00258-0>.

For those with a computer and online access to the Internet, the electronic version may be found at [http://www.va.gov/opa/publications/benefits\\_book.asp](http://www.va.gov/opa/publications/benefits_book.asp). The site also provides downloadable versions of the booklet for Android, iPhone, iPad and other devices. Answers to most questions concerning veterans' benefits can be found within this handbook. Phone numbers for VA Regional Offices, Medical Centers, Veteran Outreach Centers, National Cemeteries and Insurance Centers are listed and I have a limited number of extra copies and if you want one contact me at FRA HQ or send an email to [vafra@fra.org](mailto:vafra@fra.org).

Also, veterans, survivors, dependents and other claimants can apply their initial application on-line for disability compensation, pension, education, and vocational rehabilitation and employment benefits without the additional requirement to submit a signed paper copy of the application.

VA provides veterans the opportunity to view and manage their benefits via an online venue called "eBenefits". For more information about "eBenefits" and how to sign up visit [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

## Department of Veteran Affairs Contact Numbers

VA Department Name(s)	Toll Free Number(s)
<b>VA Benefits:</b> <ul style="list-style-type: none"> <li>• Burial</li> <li>• Death Pension</li> <li>• Dependency Indemnity Compensation</li> <li>• Direct Deposit</li> <li>• Directions to VA Benefits Regional Offices</li> <li>• Disability Compensation</li> <li>• Disability Pension</li> <li>• Education</li> <li>• Home Loan Guaranty</li> <li>• Medical Care</li> <li>• Vocational Rehabilitation and Employment</li> </ul>	1-800-827-1000
Beneficiaries in receipt of Pension Benefits	1-877-294-6380
Debt Management Center (Collection of Non-Medical Debts)	1-800-827-0648
Children of Women Vietnam Veterans ( <b>CWVV</b> )	1-877-345-8179 (or) 1-888-820-1756
Foreign Medical Program ( <b>FMP</b> )	
Spina Bifida Health Care Program	
Civilian Health and Medical Program of the Department of Veterans Affairs ( <b>CHAMPVA</b> )	1-800-733-8387
CHAMPVA In-House Treatment Initiative ( <b>CITI</b> )	
Education ( <b>GI Bill</b> )	1-888-442-4551
<b>Health Care Benefits</b>	1-877-222-8387
Smoking Cessation Counselors	1-855-QUIT-VET (1-855-784-8838)
<b>Veterans Crisis Line</b>	1-800-273-TALK (1-800-273-8255)
Combat Call Center 1-877-WAR-VETS ( 877-927-8387)	1-877-WAR-VETS (1-877-927-8387)
<b>Life Insurance:</b>	
Service members and/or Veterans Group Life Insurance Program	1-800-419-1473
All other VA Life Insurance Programs	1-800-669-8477
Mammography Helpline	1-888-492-7844
<b>Women Veterans Hotline</b>	1-855-VA-WOMEN (829-6636)
CHAMPVA Meds by Mail	1-888-385-0235 (or) 1-866-229-7389
Special Issues - Gulf War/Agent Orange/Project Shad/Mustard Agents and Lewisite/Ionizing Radiation	1-800-749-8387
Status of Headstones and Markers	1-800-697-6947
Telecommunications Device for the Deaf ( <b>TDD</b> )	Dial 711

## Committee Guide Change Record

Cover: Adjust for Appearance and updated Address. Add new date.

Table of Content: updated to reflect changes in manual

Page 3: Added definition of financial Policy determination for C&BLs. Adjusted formatting.

Pages 5 thru 9: Updated references, deleted redundancy, and updated statements with source references.

Pages 11 thru 14: Updated references, deleted redundancy, and updated statements with source references.

Page 15: Deleted redundancy and referenced earlier pages with same information.

Page 16 added Page for reporting and filling out form for committee.

Page 17: Records Retention Time Periods section: omitted unrelates items for this Guide.

Appendix: added Chair Report example and updated Committee Form.