



MARINE CORPS LEAGUE

Veteran Affairs Voluntary Service (VAVS)

Representative & Deputy Representative Guidelines, Forms and Awards

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100. COMMON ACRONYMS

VA	Dept of Veterans Affairs	CBOC.	Community Based Outpatient Clinic
VAVS	Veteran Affairs Voluntary Service	Rep	VAVS Representative
VBA	Veteran Benefits Administration.	Dep	VAVS Deputy Representative
VHA	Veteran Health Administration	RS/OS	Regular Scheduled/Occasionally Scheduled Volunteer Hours
VAMC	Veteran Affairs Medical Center.	NAC	National Advisory Committee
VSS	Voluntary Service System	AJR	Annual Joint Review.
VTN	Volunteer Transportation Network.	NCO	National Certifying Official.

101 VAVS REPRESENTATIVE & DEPUTY REPRESENTATIVE DEFINED

The VAVS Representative (VAVS Rep/Dep) is the official Marine Corps League (MCL) Representative(s) on a VA Medical Center's VAVS Committee. The VAVS Committee is the Medical Centers eyes and ears within the VAMC for all matters pertaining to the needs of the medical center's veterans and activities of RS/OS volunteers in that VAMC.

Where VAVS Reps/Deps are VA Volunteers in the strictest definition, they are different and separate from the thousands of VA volunteers who are seen throughout the VAMC. VA Volunteers greet, escort, visit, drive, and assist in the delivery of medical care to VA patients and their families. A VAVS Rep/Dep is a member of the VAVS Committee and assists the Chief of Volunteer Services Office with its responsibilities.

102 VAVS REPRESENTATIVE & DEPUTY REPRESENTATIVE APPOINTMENT

Authority to appoint a VAVS Rep is given to that organization. For the MCL, appointment to the VAVS Committee is the responsibility of the Local Detachment Commandant(s). IAW VA and NAC rules, the MCL is entitled to place one VAVS Representative and up to three Deputy Representatives on each VAVS Committee. Use form **MCL Rep/Dep Cert Form Feb 2022 for this process Encl (1)**.

Appointment by the Detachment Commandant ensures that all VAVS Reps/Deps are MCL members in good standing, understand the responsibilities of their appointment, and are willing to fulfill the responsibilities associated with the VAVS Rep/Dep position.

IMPORTANT NOTE. If there is more than one Detachment volunteering at a single VAMC, then coordination and agreement by those Detachment Commandant's shall determine who, and from which Detachment, the Rep shall come from, and who, and from which Detachment(s), the Deputy(s) shall come from. In any case, there shall never be more than one VAVS Rep and three VAVS Deputy Reps assigned to any single VAMC by the MCL, no matter how many Detachments are in the surrounding area, or who volunteer at the VAMC.

103 VAVS REPRESENTATIVE & DEPUTY REPRESENTATIVE CERTIFICATON.

In accordance with (IAW) VA Handbook 1620.01 all VAVS Committee Reps shall be certified to their position by the organization's National Certifying Official. For the MCL, that is the National VAVS Representative. (VAVSRep@MCLeague.org)

MCL Certification/Recertification for VAVS Committee membership is valid for three (3) years. Commandant's must complete and submit **MCL Rep/Dep Cert Form Feb 2022** (Encl 1) to the MCL National VAVS Representative. Submissions can be accomplished in three ways: (1) email as an attachment to VAVSRep@MCLeague.org, or (2) mail to address on form, or take a picture of the form and emailed it to VAVSRep@MCLeague.org

Note: The Representative may not be a VA employee or the VAVS Representative for another organization, at the same Facility. The telephone number and e-mail address on the form is for the VA's use and our files only.

104 VAVS REPRESENTATIVE RESPONSIBILITIES

The VAVS Representative is the official Marine Corps League (MCL) Representative to the facility in all aspects of the organization's participation in the Voluntary Service Program. The following is a list of the MCL Representative responsibilities.

1. Meet with the VAMC's Chief of Voluntary Service after certification to receive orientation regarding the VAVS Program. At this time, the Rep/Dep will also be officially registered with the Voluntary Service Office as a volunteer.
2. Communicate any change in contact information, i.e. address, telephone number or e-mail address to Voluntary Service office and the MCL National VAVS Representative (VAVSRep@MCLeague.org) .
3. Distribute all information regarding the VAVS Program to each Detachment **within a reasonable radius of the Medical Center.** The Representative is the official MCL Representative is a vital link between the community, members of the Marine Corps League and the Medical Center.
4. Attend the quarterly meetings of the VAVS Committee.

5. Meet with the Voluntary Service Program Manager annually to review and complete the Annual Joint Review (AJR). **See para 107 -- Annual Joint Review**
6. Inform the Detachments **within a reasonable radius of the Medical Center** of the needs of the medical center.
7. Recruit regular and occasional volunteers.
8. Recommend MCL volunteers for recognition to the Chief of Voluntary Services and/or their Detachment Commandant.
9. Maintain records of MCL donations, gifts, hours, etc., so they can verify they are accurately reflected on the AJR.

105 DEPUTY REPRESENTATIVE RESPONSIBILITIES

The VAVS Deputy Representative position is to assist, **as a full working partner the VAVS Representative**. The following is a list of their responsibilities to the Marine Corps League and the VAVS Program.

1. Meet with the VAMC's Chief of Voluntary Service after certification to receive orientation regarding the VAVS Program. At this time, the Rep/Dep will also be officially registered with the Voluntary Service Office as a volunteer.
2. Attend the quarterly meetings of the VAVS Committee.
3. Participate in the completion of the Annual Joint Review report.
4. MCL Deputies responsibility's mirrors the Representative's. The Deputy Representative must know the Representatives duties and be ready to assist or take over at any time.

106 VA VOLUNTARY SERVICE (VAVS) COMMITTEE

Every VA facility has a VAVS Committee which is chaired by the Chief of Voluntary Services and made up of Representatives and Deputies of Organizations who participate in the VAVS Program. Meetings of the Committee are held each quarter (4 times per year).

The Committee serves in an advisory capacity to the Chief of Volunteer Services. The Committee assists with coordination of the programs, plans and policies as it pertains to volunteer participation in the activities supported/sponsored by the Voluntary Service Program.

It is important that Reps/Deps understand VAVS Committee membership depends upon participation and attendance to the VAVS Committees meetings. **IAW VA regulations, missing three scheduled meetings in a row requires the Chief of Volunteer Service to terminate the MCL's Rep/Dep committee representation.**

107 ANNUAL JOINT REVIEW (AJR)

An Annual Joint Review (AJR) is a report completed each year by the Voluntary Service Office. For the MCL's this is usually in FEBRUARY. It is presented to, and reviewed by, the Representative and Deputy of each affiliated organization.

This report provides an accounting of the organization's annual volunteer hours and cash/non-cash contribution made to the VAMC by the MCL as well as other required information.

It also gives Voluntary Service staff and the representatives an opportunity to develop MCL centered program goals. These goals help ensure active participation by the organization in support of patient care delivery and services.

An Annual Joint Reviews is provided each year and is available by contacting the Voluntary Service Office. **It is the responsibility of the MCL VAVS Representative** to contact Voluntary Service for their appointment to complete this review each year.

After completion of the Annual Joint Review, copies are sent by the VAMC to the Local MCL VAVS Representative, National VAVS Representative, and a copy is maintained in Voluntary Service files for future reference.

108 VOLUNTEERS IN THE VAMC (OTHER THAN VAVS REPS/DEPS) Many VAVS Reps/Depts are also VA Volunteers, but some are not. Below is a brief description of the types of volunteers you'll find the VAMC.

108.1 Regular Scheduled Volunteers. Regularly Scheduled (RS) Volunteers are individuals who participate in the VAVS Program in a regularly scheduled assignment under VA Staff supervision. The services of the VAVS volunteer is to supplement the work and duties of a VA staff member, and MAY NOT replace a compensated VA employee.

To officially become an RS volunteer, an application will be completed through the Voluntary Service Office. The volunteer will then complete orientation, which includes an interview and, in some cases, a medical examination (at no expense to the volunteer). They will then be placed in a job assignment for which he/she will report as arranged with the VA direct supervisor of that role.

108.2 Occasionally Scheduled Volunteers (OS). OS volunteers are those individuals serving under the VAVS Program who do not meet the requirements of RS volunteers. Examples of an OS volunteer are those who participate come to the VAMC for a Marine Corps Birthday celebration, flag raising activities, or Veteran Day and Memorial Day services.

108.3 Volunteer Transportation Network (VTN). Some VA volunteers may never set foot in a VAMC except to sign out their vehicle or enjoy a complimentary meal, yet they are as important as any other VA Volunteer. The Disabled American Veteran Association (DAV), provides vehicles and the management of those vehicle for the transportation of veterans to-and-from their home (or a designated pick up location) and the VAMC for VA care. Where the DAV and the VA partner with providing the vehicle, it's the VTN driver that provides the volunteer time to make the system work.

108.4 Recording Volunteer Hours. Every volunteer who reports to their VA assignment must utilize the Voluntary Service System (VSS) Timekeeping computer (If applicable). For those OS or RS volunteers whose assignments are in the evening and/or on weekends, sign-in sheets should be made available from the Voluntary Service Office during administrative hours. It is the responsibility of the VAVS Representative to make sure our Volunteers know the importance of recording these hours.

VAVS Representatives can be given quarterly reports that will contain the number of hours that volunteers have contributed during the specified timeframe. If there are any questions regarding volunteer hours, contact Voluntary Service Office.

109 GIFTS AND DONATIONS

All gifts and donations made to the VA facility are received and documented through Voluntary Service Office. In order to accurately record and acknowledge all donations, the contributions should be accompanied by a name, address, and organization of donor.

Monetary donations are deposited into appropriate General Post Fund accounts - specifically for patient activities and items not supported by the VA budget. **If a purpose is not specified by the donor, the funds are distributed between accounts for patient activities or needs at Voluntary Service Staff discretion.**

A list of needed items can be obtained from Voluntary Service Office.

110 VAMC COMMUNITY RELATIONS

When requested, a VA staff member is available to speak at organizational functions, conventions, meetings and other activities. Any request for a speaker should be made through Voluntary Service with advance notice of at least 30-60 days if possible.

MCL Department and National Officials are encouraged to visit and tour the VA Medical Center. The VAVS Representative should coordinate these visits by contacting Voluntary Service well in advance of any visit in order to appropriately prepare and agenda of activities to include a tour and visit with the Medical Center Director.

111 RECOGNITION

Volunteers have a significant impact on the VA and our Veterans. One of our responsibilities as VAVS Reps/Deps is to make sure our MCL Volunteers are recognized for their contributions. Therefore, it is that Detachment and Department Commandants receive information about our MCL VAVS Volunteers, in a timely manner, as well as any paperwork that is needed for Detachment, Department or National Awards.

The following is a list of ways you can, or the Detachment can, recognize our volunteers.

111.1 VA Volunteer Recognition During the Annual Volunteer Recognition Week each year (usually in April/May) your VA Medical Center will host a special recognition dinner and awards ceremony for eligible volunteers. Eligible volunteers are presented with awards based upon the hours they have contributed in a cumulative calculation.

111.2 VAVS (Individual) Service Award. The VAVS Service Award for Leadership was first presented in 1963 by Hy and Sue Rosen, Past National Commandant and Auxiliary President, as recognition by the MCL, chosen by the VAVS Committee, as deserving for leadership in the VA Hospital program.

A. VAVS Service Award Criteria/Eligibility:

To be chosen as the outstanding volunteer of the year in the VAVS Program, the nominee:

- (1) Must be a member in good standing of the League,
- (2) Must have served as a regular volunteer in a VA Hospital, outpatient Clinic, or other VHA facility for a period of at least three (3) years.
- (3) Current certified Reps/Dep nominated for this award must have completed all AJR's and attended meetings IAW all VA and MCL regulations.

Qualifications should include one or more of the following: outstanding hours, special program, leadership, manner in which patients are cared for, or other service provided which significantly adds to the better care of Veteran Patients under the VAVS Program.

B. VAVS Service Award Nomination Process: Consists of two Letters of Recommendations for each nominee sent to the National VAVS Representative no later than July 10. The letters must originate from the:

- 1) Detachment Commandant indicating membership status and describing the individual's VAVS participation from the Detachment/units perspective.

2) VAMC Director, Chief of Voluntary Service, or other qualified staff person, describing works, programs and special activities, which they feel make that person an excellent nominee. If the nominee is a VAVS Representative or Deputy, include the attendance sheet from Quarterly VAVS Committee Meetings.

This award is given by the VAVS Award Committee consisting of the National VAVS Representatives and Deputies of the League and Auxiliary and any previous recipients meeting attending the National Convention.

They review all nominations received. The committee reserves the right to choose, by 100% vote, anyone who has not been properly nominated, but meets other criteria. The recipient will be announced at the MCL Annual Convention. MCL Recipients of the National Service Award certificate are entitled to wear the Marine Corps League's Community/ VAVS Service Ribbon

111.3 National Level (Detachment) VAVS Award. The VAVS Award form (Encl 2) is used by the National Committee for judging all Detachments for the National VAVS Awards. Awards are presented at the National Convention. The completed form must be in the hands of the National VAVS Rep by 15 June of each year.

Plaques categorized by membership strength of the detachment as reflected on the current 30 June strength report roster. Awards shall be given for the following

Category 1: 15 to 50 members. First, Second and Third Place Plaques.

Category 2: 51 to 100 members. First, Second and Third Place Plaques.

Category 3: 101 members and up. First, Second and Third Place Plaques.

111.4 Marine Corps League Community Service/VAVS Service Award. As identified in Encl (4) of the National Administrative Procedures, any level Commandant may present this award to any MCL member who, in the opinion of the awarding Commandant has exemplified him/herself in the community.

In terms of the VAVS program, the award should be supported by volunteer hours, material donations or accident free VTN miles. IAW the National Administrative Procedures the award must be in writing. For VA Volunteers, use Encl (3) and submit the enclosure to the National VAVS Rep (VAVSRep@MCLLeague.org) with appropriate endorsements and supporting citations.

The National VAVS Rep is not the awarding authority. Encl (4) of the National Administrative Procedures determines "Awarded by and Approval by" requirements. The National VAVS Rep is the holder of awards for legacy and administrative purposes.



VAVS Representative Certification/Recertification Form

From _____ Date: _____
Detachment Name, Number and Department Name

To: MCL National VAVS Representative; email: **VAVSRep@MCLeague.org**
Michael Miller, 400 Lake Antoine Rd, Iron Mountain, MI 49801
Subj: Certification/Recertification Request of MCL Members
Ref: Dept of Veterans Affairs Regulations for Veterans Organization Volunteers

1. I request certification/recertification for the following members as indicated to:

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

Certification/Recertification is required every **three years**. Each Detachment is limited to one (1) VAVS Representative and up to three (3) Deputies. Please read page (2) of this form for more information.

Name of Representative

Address

City, State, Zip Code

Phone Number

Email Address

Name of Deputy Representative

Address

City, State, Zip Code

Phone Number

Email Address

Name of Deputy Representative

Address

City, State, Zip Code

Phone Number

Email Address

Name of Deputy Representative

Address

City, State, Zip Code

Phone Number

Email Address

Signature

Printed Name of Det Cmdt or Adjutant Paymaster

Phone Number/email address of certifying officer. _____

Information Regarding Certification or Recertification. Certification or Recertification as a VAVS Representative or Deputy is separate from registering as a VA Volunteer

MCL VAVS Reps Have These Responsibilities.

1. Members of the VA Medical Facility VAVS Advisory Board,
2. Attend the VA Facility's Quarterly Advisory Board VAVS Meeting.
3. Conduct and Annual Joint Review between their Detachment(s) and the VAVS Staff each year.
4. Represent the MCL as liaison with the VA Facility.
5. Keep all Detachments within a reasonable distance from the VA Facility and MCL Volunteers informed of volunteer related information and opportunities.
6. Recruit volunteers as needed for VA organized Events.

There is only one MCL Representative assigned to each VA Facility. In the case 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 the 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 Feb 2022** shall be used to inform MCL National of Detachment VAVS Representatives. The address, phone number and email address is for MCL purposes and will not be shared with the VA Facility.

One of the required duties for the VAVS Representative is 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. He 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 Feb 2022** is available on the National Website: www.mcleague.org, in the programs tab, under veteran services. Please notify the MCL National VAVS Rep if any of your VAVS Rep or Detachment contact information changes.

ENCL (1)



Marine Corps League National

20____ Detachment VAVS Award Application

Department	Detachment 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 Nat'l Adj/Paymaster		<input type="radio"/> 15 to 50 <input type="radio"/> 51 to 100 <input type="radio"/> 101+
2. Your VA Medical Center's Name, and Mailing Address _____		
3. (a) Miles from 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 a VA Center by all Detachment Volunteers _____		
6. Activities Sponsored Carnivals _____ Distributions _____		Bingo _____ Others _____
7. Equipment Donated to VA Medical Center Electronics _____ Clothing _____		Recreation _____ Other _____
8. Coupon Books Purchased (Actual Costs) _____		Parties _____ Indigent Fund _____ Programs _____
9. Volunteers at a VA Contracted Nursing Homes and/or State Veteran Homes _____		Nr of Volunteers _____
10. Total monetary donations made by to VA Medical Center, Nursing home or State Vet Homes _____		
11. Annual Joint Review completed and attached		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 Dept/National VAVS Training | See Page 2 _____ |
| 17. Qtly 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 _____ |

Mail/email NLT 15 June
 Michael Miller
 400 Lake Antoine Rd
 Iron Mountain, MI 49801
 VAVSRep@MCLLeague.org

MCL National Committee:
 MCL National VAVS Representative: Michael Miller – Chairman
 MCL National VAVS Dep Representatives – Rex Hopper & Jack Proshuh

ENCLOSURE (2)



Marine Corps League National

20____ Detachment VAVS Award Application

Page two

Question 2 Additional VA Medical Center's Name, and Mailing Address _____

Question 14. List participation in special programs, dinners, Christmas Gift shops, Salute Program

Question 15. List any VAVS special awards or certificates issued by your VA Medical Center to your Det

Question 16. List attendance at VAVS Conferences, or any Dept/Local VAVS Training

Question 17. Attendance Sheet from last four Qtly VAVS meetings showing Representative or Deputy attending

Question 18. Any VA letters acknowledging gifts, (original of copy) or special donations

Any other information you wish the committee to consider with this questionnaire.

ENCLOSURE (2)



Marine Corps League National

Marine Corps League Community Service/VAVS Service Award.

From: _____ D

To: MCL National VAVS Representative (VAVSRep@MCLeague.org)

Subj: MCL Community Service/VAVS Service Award, Report of _____

1. The below listed Marine was awarded the Marine Corps League Community Service VAVS Service Award by Det/Dept _____ on _____.

2. Marine's Name _____ Member Nr _____

3. Date of Award _____

4. The supporting evidence used for the award is: (You can attach VA hours reports, VTN driving log or other documents as supporting citations.)

5. Please forward this information to the MCL National VAVS Rep so that a continued record of the award can be maintained with a permanent authority.

ENCL (3)