

Date: \_\_\_\_\_ 201 \_

TO: MCL National VAVS Rep  
Emil A. Franz  
10508 East Rd  
Burt, MI 48417

FROM: \_\_\_\_\_  
*(Enter Detachment number and name, and Department)*

Subject: Certification / Recertification Request for MCL members

We request **certification / recertification** of the following members as indicated to:  
(Circle one)

\_\_\_\_\_  
*(Enter VA Hospital Name and Address and State)*

This certification/recertification is required every two years by the Dept. of Veterans Affairs regulations for veteran's organization volunteers. You can name one (1) Representative and up to three (3) deputies. Please see Page 2 of this form.

\_\_\_\_\_  
*Name of Representative:*

\_\_\_\_\_  
*Street Address* *Phone number and e-mail address Please*



\_\_\_\_\_  
*City, St. and Zip code* *Representative*

\_\_\_\_\_  
*Name of Deputy:*

\_\_\_\_\_  
*Street Address* *Phone number and e-mail address Please*



\_\_\_\_\_  
*City, St. and Zip code* *Deputy*

\_\_\_\_\_  
*Name:*

\_\_\_\_\_  
*Street Address* *Phone number and e-mail address Please*



\_\_\_\_\_  
*City, St. and Zip code* *Deputy*

\_\_\_\_\_  
*Name:*

\_\_\_\_\_  
*Street Address* *Phone number and e-mail address Please*



\_\_\_\_\_  
*City, St. and Zip code* *Deputy*

Signed:

\_\_\_\_\_  
Signature / Print Name (Det. Cmdt or Adjutant Paymaster (indicate which))

## Information regarding Certification or Recertification

*This Certification/Recertification procedure is separate from registering as a volunteer. The Certified Representative and Deputies are members of the VA facility Advisory Board, attend the quarterly meetings, and in February conduct the Annual Joint Review with the VAVS staff. They represent the MCL and liaison with the facility. They keep all the detachments within a reasonable radius of the Facility and the MCL volunteers informed of volunteer opportunities and recruit MCL volunteers as needed for VA organized events.*

*There is only one MCL representative at the hospital. In the case where several detachments volunteer at the same hospital, the detachments should jointly select one representative and each detachment, name separate deputies. Please try and select people who will attend all the quarterly VAVS Meetings so the MCL is represented at every one. The representative may not be a VA employee or the representative for another organization at the Facility.*

*The VA Central Office monitors the attendance of all organizations at the quarterly meetings. Any individual may be dropped as representative or deputy if he/she misses 3 consecutive scheduled meetings. This rule applies to all the organizations that make up the National VAVS Advisory Committee.*

*The certification is good for two (2) years. Recertification is not automatic; it is done only after a request is made to the National Representative by the Detachment Commandant. The VA usually has the Rep and Deputies certification expiration dates on the Quarterly Minutes attendance sheet as a reminder.*

*The Detachment Commandant or, at his request, the Detachment Adjutant/Paymaster must complete and submit **Form MCL VAVS RC** (page 1) to the MCL National VAVS Representative, (address on form) when requesting certification/re-certification of a member of the League as a representative or deputy to a V.A. Medical Center as per the DVAMC rules. The DVAMC rules apply to every veteran's organization, including the League. The telephone number and e-mail address on the form is for the VA's use and our files only. The facility's name and its address are especially important and very much needed.*

*One of the required duties of the MCL Representative is participating in the annual joint review (AJR) held in February with the VA Volunteer staff. The resulting VA 10-1240 Summary Review Form is a recap of current year's participation by the MCL. It also lists the program needs of the facility for next year and the MCL commitments in the form of supplies, volunteer participation, and funds. Your appointed representative receives a copy of the VA 10-1240 after the meeting to share with their area's Detachments.*

*The MCL National VAVS representative receives a copy of the AJR review directly from the hospital. He or one of the National Deputies endorses it and forwards it to the VAVS Representative. If your representative doesn't receive an Acknowledgment from the National VAVS Committee approximately, one month after the review, check to make sure the hospital sent it to the National Rep. at the address on form.*

*MCL VAVS RC form is also available on the National web site [www.mcleague.com](http://www.mcleague.com). Look under MCL Programs.*

*Please notify the MCL National VAVS Rep if any of your contact information changes. (By mail; address on Form.... Or by e-mail at [dutchmaster@charter.net](mailto:dutchmaster@charter.net) )*

**NOTE:** *MCL Auxiliary members have their own separate certification program.*