



## Marine Corps League

National Headquarters

Date: June 2018

From: National VAVS Representative  
To: All VAVS Representatives

Subj: (a) Detachment Instructions for National Detachment VAVS Award  
(b) Past National Commandant VAVS Award

Ref: MCL Admin Procedures, Section 4  
MCL Auxiliary Bylaws

VAVS Representatives, please distribute the letter to your facilities Detachments.

### **Instructions for National Detachment VAVS Award**

#### 1. General Information

To be considered for the National Detachment VAVS Award the MCL VAVS Q1 Rev 16 form (Detachment VAVS Award Questionnaire) must be completed. This is the only form used by the National Committee for judging Detachments for the National VAVS Award. All awards will be presented during the National Convention. Nomination forms must be post marked or, if emailed as an attachment, to the National VAVS Representative NLT 16 June of each year.

MCL VAVS Q1 Rev 16 (Detachment VAVS Award Questionnaire) can be found at MCLeauge.org website; programs tab; Veteran Information; listed as (Detachment VAVS Award Questionnaire).

**Department or Detachment VAVS Award programs are sperate for the National Detachment VAVS Award program and requires separate submissions.**

Marines, our veterans appreciate all you do in the VAVS arena, however MCL National has only this form when determining eligibility and awardees. Therefore, every answer on Award Questionnaire is important and will be the sole factor on whether a Detachment is recognized.

**Legibility Counts!** And is very important, write so the committee can clearly understand your answers. **Illegible Questionnaires will not be considered by the committee.**

The following are brief description and explanations the committee will look for in each question.

**Question 1.** The membership numbers of your Detachment as listed on the 30 June previous year's strength report. This also will determine your Detachment's category.

**Question 2.** Name of the VA Facility where you volunteers donate their time. Please identify the complete name and mailing address of the VA facility. If your Detachment volunteers at more than one facility, list each on a separate piece of paper.

**Question 3 – 13.** This information can be found via your detachments VAVS Representative or from your Detachment's Annual Joint Review (AJR) document. Your VAVS Representative can obtain a copy of any year's AJR, volunteer hours and name of Reps, Deputies and volunteers monthly from the VA Volunteer Service Office in the facility where you volunteer. Additionally, the VA Volunteer Service Office can give the official monetary and material donations.

**Question 14 – 18.** Because events, programs, awards and certificates can, in some cases be numerous, please place the answers to these questions on page two of the Detachment VAVS Award Questionnaire. Remember, if the information is not there, the judges will have no way of including this important information when considering your nomination form.

### **Instructions for Rosen/Past National Commandant's VAVS Award**

**Background.** The Veteran's Affairs Voluntary Service Award for leadership was first presented in 1963 by Hy and Sue Rosen, Past National Commandant and Auxiliary President, as recognition to League or Auxiliary members for outstanding leadership in the VA Hospital Program. If chosen by the VAVS Committee, recognition will be during the current year's National Conference. MCL members are eligible to wear the MCL Community/VAVS Service Ribbon.

**Eligibility.** To be selected for the Rosen/Past National Commandant's VAVS Award the nominee must be:

1. A Member in good standing of the MCL or Auxiliary
2. Must have serve, on a regular basis, in a VA Hospital. CBOC, Outpatient Clinic or other properly certified area for a at least three years.

Qualifications should include one or more of the following: Outstanding hours volunteered, participated in special programs, shown leadership, or other worked in services which "significantly" adds to the care of veteran's patients under the VAVS program. If a VAVS Rep or Deputy is nominated, they must also complete that year's AJR and meeting attendance requirements to be considered. Awardees will be announced during the National Convention.

**Nomination Process** Each nominee must have two letters of recommendation. Those letters must be received by the National VAVS Representative NLT 16 June of each year.

1. One letter must be written by the Detachment Commandant or Auxiliary President. Indicating (a) membership status and (b) individual's importance in VAVS programs from the perspective of the Detachment/Auxiliary.
2. The other must be a letter written by the VA Facility Director, Volunteer Services Director, or other certified VA Official with relative knowledge of VAVS services. This letter must include works, programs, and special activities which the author feels makes that nominee eminently qualified. If a VAVS Rep or Deputy is nominated, the must also state whether or not AJR's have been completed and the Rep attended all required meetings.

This award is given at the discretion of the VAVS Award Committee. MCL and Auxiliary National VAVS Reps, MCL and Auxiliary National VAVS Deputies, and any previous award recipients present at the National Convention. If no current nominee meets eligibility requirements, the committee may consider nominee from the past two years. The committee reserves the right to choose, by unanimous vote of the committee, anyone who may not have been properly sponsored, but meets all other criteria.

Respectfully Submitted

Michael Wm Miller  
Marine Corps League  
National VAVS Representative  
VAVSRep@MCLeague.org