

**VETERANS OF FOREIGN WARS  
DEPARTMENT OF CALIFORNIA**

**POST ADJUTANT TRAINING**

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**Congratulations**

- Congratulations on your appointment as a Post Adjutant! Your position is critical for the long-term success for your post.
- Your Commander is counting on you to fulfill your duties as required and/or directed.
- Remember at all times: You are not alone, you have help to be successful.

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**Objective of this Training**

- Identify the tools needed to do your job
- Review the duties of a Post Adjutant
  - Section 218 – Officers and Chairmen, Duties and Obligations, (6) Adjutant
- Identify other critical documents you may be responsible for
- Review Dashboard Reporting
  - All State/All American Program Reporting

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**Tools Needed to Do Your Job** 

- You must have a Department [vfwca.org](http://vfwca.org) "Log In" (your membership number and your last name).
- You must have a National [vfw.org](http://vfw.org) "Log In" (create an account through Troop ID if you don't have access).
- Access forms, documents, templates, training, General Orders, etc., and the VFW store (must have login).

Your responsibility for reporting and maintaining files are accomplished through these websites.

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**Duties of a Post Adjutant – Sec. 218 (a)(6)** 

- Be the official corresponding officer for the Post.
- Under the Direction of the Commander, prepare all reports.
  - Delegate Election Report (Department, National):**
    - Completed once a year during convention in April.
    - Delegates are nominated and elected by the membership.
    - One delegate for every thirty members and a fraction thereof.
    - Department form: [vfwca.org](http://vfwca.org)
    - National form: Provided to the incoming Quartermaster of can be submitted online by the QM only.
    - 29% of posts had no minutes or delegate election reports on file.
  - Program Reports (Department, National)**
    - Covered later in presentation

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**Duties of a Post Adjutant – Sec. 218 (a)(6)** 

- Maintain the books and records in a legible and uniform format. Can use electronic means as long as a back-up is available. Books and records shall be available by authorized officers and Post members at reasonable times. Unless authorized by the Post, books and records will be kept at the Post facilities.
  - 39% of posts inspected had missing, unkept records and/or a lack of understanding of the Adjutant's duties and requirements.

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**Duties of a Post Adjutant – Sec. 218 (a)(6)** 

d. The Post Adjutant shall maintain the following records:

1. A copy of the original application of every member admitted to the Post.
  - This is an item on the Post Inspection Report and should be stored in a secure location.
2. Minutes of each Post meeting after correction and approval.
  - Responsible for the recording of, distribution of, and maintaining a file of the Posts meeting minutes.
  - Minutes are a record of motions made; including authorization for expenditure of funds (QM Report), nominations and elections of Post Officers and delegates, committee reports, and program reports.
  - Minutes represent the actions of the Post and are considered legal documents by auditors, the IRS and the courts.

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**Duties of a Post Adjutant – Sec. 218 (a)(6)** 

3. All current orders issued by the CIC, National Council of Administration, the Department, District, and Post Commander.
  - General Orders (Department, National)
  - National Headquarters Bulletins
4. A correspondence file.
  - Incoming and outgoing correspondence: emails, letters, faxes, business cards, text messages

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**Duties of a Post Adjutant – Sec. 218 (a)(6)** 

5. A file containing a copy of the Proof of Eligibility (POE) submitted by post officers pursuant to Section 216.
  - Elected and appointed officers that are listed on the Post Election Report.
  - Must be provided within 30 days of election or appointment.
  - IAW National Bylaws, POE's are kept on file for the entire year.
  - POE's include the DD214 with the qualifying event, medal or hazardous/imminent danger pay and the character of service. Member 4 copy provides best information.
  - POE's should be given back/disposed of once the term of office ends.
  - Identified as a major discrepancy on the post inspection reports.

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**Duties of a Post Adjutant – Sec. 218 (a)(6)**



- e. Maintain a current copy of the Bylaws, Manual of Procedure and Ritual of the VFW and copies of the Bylaws of the Post, Department and District (properly stamped).
  - National Bylaws & MOP can be downloaded from the website
- f. Transfer to their successor, all books, papers, records, monies and other records and property of the post in their possession or under their control.
- g. Comply with and perform all duties required of the Adjutant.
  - Key member for Post Inspections
  - Must follow the Document Retention Policy

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**Post Inspection Responsibilities**



- 5) Does the Post Adjutant...
  - a) Maintain books and records in a legible and uniform format?
  - b) Maintain a file containing a copy of the original application of every member admitted into the Post?
  - c) Maintain a file of meeting minutes after correction and approval?
  - d) Maintain a file of current orders or circulars from higher authority?
  - e) Maintain a correspondence file?
  - f) Maintain a file containing proof of eligibility submitted by officers?
  - g) Maintain a current copy of Post, District, Department and National Bylaws?

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**Other Critical Documents**



- **Articles of Incorporation:** The Adjutant must retain the most current and approved Articles of Incorporation. They must have three signatures/stamps on them; VFW Department, VFW Commander in Chief, and the Secretary of State.
- **Statement of Information (SI-100):** Ensure the SI-100 with the Secretary of State is updated every two years or when an election changes those individuals.
  - Secretary of State records can be found @: [bizfileonline.sos.ca.gov](http://bizfileonline.sos.ca.gov)
- **Recruitment and Retention Plan:** 22% of posts inspected did not have a copy of the plan.

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### Program Reporting



- Reportable programs may be found in the Department's All-State Program and National's All-American Program (found on respective websites).
- Review the guides thoroughly for reporting requirements and due dates as you are responsible for reporting.
- All-State requirements are reported online at [vfwca.org](http://vfwca.org).
- All-American requirements are reported online in OMS at [vfw.org](http://vfw.org).
- Samples follow this slide.

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### Reporting - All State



#### Member Access:

Navigate to the VFW Department of California website at [www.vfwca.org](http://www.vfwca.org) and click on the LOGIN (red arrow) option on the top menu bar. Then click on the Members Only link (blue arrow).




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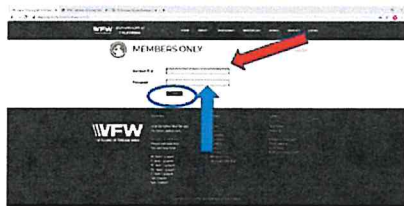
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### Reporting - All State



After clicking on the Members Only link, you will enter your VFW Membership ID number (red arrow) and enter your password (blue arrow). Your password is your last name with the first letter capitalized; i.e., Smith. Then click the "LOGIN" button.




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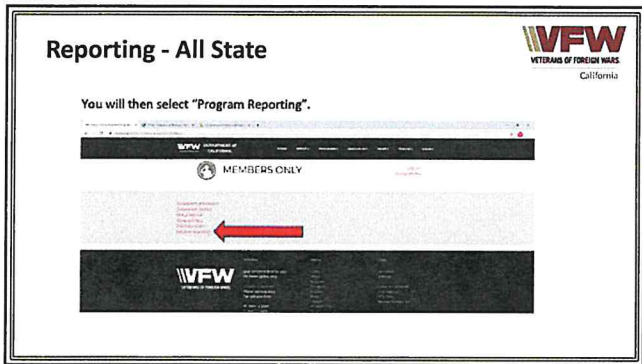
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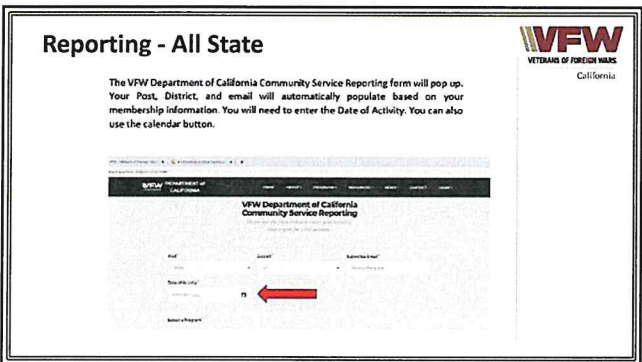
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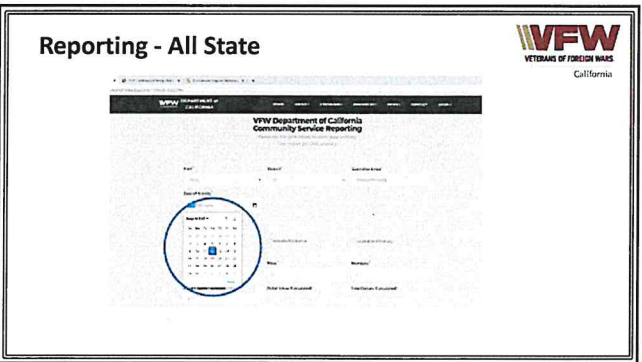
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**Reporting All State**

Legislative Advocacy does not have Activity categories associated with it.

Next you will enter the number of hours for the activity (red arrow), the number of miles driven for the activity (blue arrow), the number of members who participated in the activity (green arrow) and any money spent on the activity (yellow arrow).



The program automatically calculates the dollar value based on IRS approved rates for volunteer hours and mileage.

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**Reporting All State**

Lastly, you will enter a description of the activity. This is required or your report will be deleted. The click the SUBMIT button.



You will receive a confirmation email from the system with the information you submitted.

If you have any questions, contact the Department at [info@vfwca.org](mailto:info@vfwca.org).

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**Reporting - All American**

After logging in you will be defaulted to the "My VFW" page. Click on the Online Membership System (OMS) option under the "Membership Quick Links" section.




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**Reporting - All American**

You will see a listing of previous entries submitted and their status, if applicable.  
To enter a report, click on the black + Create Entry button.



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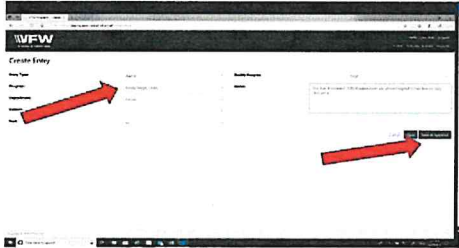
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**Reporting - All American**

Click on Program Box and select the specific program from the drop down for entry report.



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**Reporting - All American**

In the notes box explain exactly what your reporting with details.  
Every Box will be pre-populated based on what permissions are assigned to your role. You can only report on your Post/Division/Department.  
Once complete you can save and come back until ready to submit, or you can click the Save & Approve button to submit.  
The report that you submitted will be back in the initial screen and will tell you status as it moves up the Chain for approval.



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### Reporting - All American

**Post/District/Department Adjutant Access Only: Actions Button**

Actions are defined as you have a report to approve or reject for revision based on the level approval authority your role is defined as (District, Department & National.)


Adjutant must regularly review these actions to give credit to their lower level entry. The status bar on the Dashboard will reflect as **Pending** the level that has not approved.

The Dashboard will not change to **Approved** until National Programs has approved.

The Dashboard will remain **Pending** until a report is entered.

At the Post level when your report has been rejected and you can make revisions or accept.

*Example of a pending alert in RTD.*



The screenshot shows a web interface for the WFW reporting system. It features a table with columns for 'Status', 'Action', and 'Report'. The 'Status' column contains various colored indicators (green, yellow, red) corresponding to different report statuses. The 'Action' column lists options like 'Approve', 'Reject', and 'Revisions'. The 'Report' column contains alphanumeric identifiers. The interface includes a search bar and navigation tabs at the top.

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### Questions?



The slide contains the text 'Questions?' in a large, bold font. In the top right corner, there is the WFW logo, which consists of the letters 'WFW' in a stylized font, with 'VETERANS OF FOREIGN WARS' and 'California' written below it.

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