
VETERANS OF FOREIGN WARS
DEPARTMENT OF CALIFORNIA
DEPARTMENT DEPUTY INSPECTOR
STANDARD OPERATING AND COORDINATION PROCEDURES

PURPOSE

command, lines of authority and coordination processes between the VFWCA Commander, Chief of Staff (COS), Department Deputy Chiefs of Staff, Department Inspector, District Commanders and District Inspectors.

To additionally identify the Area of Responsibilities of the Department Deputy Chief of Staff North (DCOSN), Deputy Chief of Staff Central (DCOSC) and Deputy Chief of Staff South (DCOSS).

Furthermore, identify the coordination processes between the Department Chief of Staff, Department Deputy Chief of Staff's, Department Inspector, District Commanders and District Inspectors.

AUTHORITY

Authority: Sec 518e. Appoint officers, committee chairmen and committees not otherwise provided for. The Commander may remove such appointed officers, committee chairmen and committees at their pleasure. Sec 710. The Commander-in-Chief or any Department Commander may require, within their respective jurisdiction, the inspection of any Department, District, County Council or Post, or any holding company or corporation subordinate thereto, whenever the Commander-in Chief or Department Commander may believe the best interests of the Organization will be served to ensure compliance with the National Charter, Bylaws, Manual of Procedure, lawful orders of the National Convention, the National Council of Administration and the Commander-in-Chief and the laws and usages of the Organization. For this purpose the Commander-in-Chief or Department Commander may detail any member within their respective jurisdiction whose duties shall be prescribed by the appointing power. All books, papers, accounts, records and proceedings pertaining to the Veterans of Foreign Wars of the United States shall be subject to inspection at all times.

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OVERVIEW

This Standard Operating and Coordination Procedure is a significant change to our VFWCA Department Inspections process. The goal is to provide the Department Commander, COS, Deputy COS's and each District/Post Commander with a comprehensive inspection of all Posts within their respective Districts. Also, to provide the District/Post Commander's, for those who have discrepancies, with an in-depth get well plan and training agenda to make their Districts/Posts whole. Also, ensure they all understand and are in compliance with all applicable National, Department, Federal, State and local rules, laws and regulations.

The first steps in this process are:

1. The official VFWCA inspection season starts 1 September and ends 31 December annual.
2. The Department Inspector will begin training for ALL inspectors starting 1 August and this will be on a continuous basis.
3. Training will be conducted via zoom to ensure maximum participation.

The second steps are:

1. The Department Deputy COS's (North, Central and South) will coordinate with their respective District Commanders/Inspectors to solidify the District/Post Inspections dates. Along with tracking their completion.
2. This Department Inspection SOP requires the cooperation of every District Commander to fully coordinate with the Department Deputy COS to establish their internal inspection dates.
3. The Department Deputy COS will then deploy the Department Deputy Inspectors and District Inspectors into their Area of Responsibility (AOR) to start the inspections and training process.

1. Definitions:

- a. Chief of Staff: The Department Chief of Staff shall perform the duties incident to the office of the Department Commander or Department Council of Administration may require and such other duties as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- b. Deputy Chief's of Staff: Under the supervision of the Department COS. The Deputy Chief's of Staff, North, Central and South shall perform the duties incident to the office of the COS may require and such other duties as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority. Deputy COS shall coordinate with District Commanders before deploying Department Deputy Inspector Teams within their assigned Districts.
- c. Department Inspector: The Department Inspector shall ensure each District, County Council (if applicable) and Post are inspected in accordance with Department and National guidelines. Receive from each District Inspector all completed inspections. Review and forward each report and submit recommendations to the Department Commander. Shall perform other duties as may be incident to the office or may be from time to time required by the laws and usages of the organization or lawful orders from proper authority. Additionally, the Department Inspector will train all Department Deputy COS, Department Deputy Inspectors, District Commanders and District Inspectors of the inspection process. The training of Department Deputy Inspectors, District Commanders and District Inspectors may be delegated to the Deputy Chief of Staff with concurrence from the Department COS.
- d. Department Deputy Inspectors: Department Deputy Inspectors shall ensure Districts and Posts are inspected in accordance with Department and National guidelines under the directions and guidance of the applicable Department Deputy Chief of Staff.
- e. District Inspectors shall ensure Districts and Posts are inspected in accordance with Department and National guidelines under the joint coordinated efforts of the applicable Department Deputy Chief of Staff and District Commanders.
- f. Assistant District Inspectors shall ensure Districts and Posts are inspected in accordance with Department and National guidelines under the joint coordinated efforts of the applicable Department Deputy Chief of Staff and District Commanders.

2. Area of Responsibilities/Coordination:

- a. The Department Commander is ultimately responsible for the implementation and success of this program. It will require the efforts of “Our Team” to ensure we are able to meet and exceed these expectations.
- b. Chief of Staff (COS): The COS has oversight of the Department Deputy Chief’s of Staff (DCOS), coordination efforts between the DCOS and District Commanders with regard to the Department Inspection Process (dates, inspection teams, etc.). There will be a concerted effort by the COS, DCOS, Department Inspector, District Commander and District Inspectors for this process to work.
- c. Department Inspector: The Department Inspector shall ensure each District, County Council (if applicable) and Post are inspected in accordance with Department and National guidelines. They will provide training to all Department COS, Deputy Department Deputy Inspectors, District Commanders and District Inspectors on the inspection process. The training of Department Deputy Inspectors, District Commanders and District Inspectors may be delegated to the Deputy Chief of Staff with concurrence from the Department COS.
- d. Deputy Chief’s of Staff Area of Responsibility (AOR):
 - i. Deputy Chief of Staff North (COSN): The COSN AOR will be Districts 8, 13, 14, 15, 16 and 17.
 - ii. Deputy Chief of Staff Central (COSC): The COSC AOR will be District 5, 6, 7, 9, 10, 12.
 - iii. Deputy Chief of Staff South (COSS): Districts 1, 2, 3 ,4 and 11.
- e. Team Coordination:
 - i. Line of authority for the Department Deputy Inspectors starts with the Department Commander who delegates them to the Department Chief of Staff. This is further delegated to the Department Deputy Chief’s of Staff (North, Central and South) who will deploy the Department Deputy Inspectors into the respective AOR with coordination to the District Commanders.
 - ii. Department Inspector shall still due their duties IAW Section 518 (9) of the National By-Laws. Additionally, the Department Inspector shall

ensure all inspectors (Department/ District) are fully trained prior to implementation of the inspection process.

3. Funding:

- a. The Department has set aside funding to reimburse travel costs to the Department COS, Department Deputy COS's, Department Deputy Inspectors and District Inspectors (if traveling outside their District) to cover mileage and additional costs while conducting inspections. If a Post is placed on suspension by Department due to egregious discrepancies the Post or District will be responsible for all travel costs for Department Staff (suspension team), Department Deputy COS's, Department Inspectors, Department Deputy Inspectors and associated personnel as required.

NOTE: This is not a change to standard practices.

4. Appendix

1. Flow Chart
2. Reimbursement Form
3. AOR Map