

VETERANS OF FOREIGN WARS
DEPARTMENT OF CALIFORNIA

DIGITAL INSPECTION PROGRAM
STANDARD OPERATING PROCEDURE

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Document Control

Controlling hierarchy. This SOP establishes the enduring Digital Inspection Program. Year-specific dates, selected participants, deadlines, and special instructions are issued through an Annual Implementation Memorandum. Technical access details, tracker configuration, and evidence-folder/Binder implementation are maintained in annexes so administrative changes do not require rewriting the enduring policy. This 24 August 2026 administrative alignment update does not change the Department Commander's approved program model; it reconciles current-year scope, terminology, permissions, tracker vocabulary, and the deployed Post/Ship evidence structure with the system now in use.

Contents

1. Purpose
2. Scope
3. Program Principles and Definitions
4. Roles and Responsibilities
5. Annual Preparation
6. Preparation by the Inspected Party
7. Digital Inspection Workflow
8. Conversion to Physical Inspection
9. Deficiencies, Corrections, and Closure
10. Statewide Tracking and Reporting
11. Records, Continuity, Security, and Privacy
12. Training, Support, and Communications
13. Annual Review and Exceptions
- Annex A - Technical Access and Permissions
- Annex B - Statewide Inspection Tracking Framework
- Annex C - FY 2026-2027 Digital Inspection Implementation Memorandum
- Annex D - Evidence Folder Catalogue and Inspection Binder Mapping

1. Purpose

The VFW Department of California Digital Inspection Program provides a secure electronic method for conducting required Post, Ship, and District inspections while reducing travel, manpower, scheduling burdens, and costs without reducing inspection standards, accountability, or the authority of the inspection process.

The Digital Inspection method is intended to replace a physical inspection when the inspected party is technically capable of participating and has been assigned to the Digital Inspection Program. The same applicable National and Department inspection requirements apply regardless of whether an inspection is conducted digitally or physically; only the method used to prepare, present, review, and document evidence changes.

No reduced standard. Participation in a Digital Inspection does not waive, reduce, replace, or modify any inspection requirement.

2. Scope

This SOP applies to VFW Department of California personnel who administer, support, perform, or participate in Digital Inspections, including the Department Commander, State Inspector, Department Deputy Inspectors assigned as Digital Inspectors, District Commanders, District Inspectors, inspected Post/Ship/District Commanders, authorized unit officers, approved Digital Inspection Coordinators, and designated Department records personnel.

The State Inspector will issue an Annual Implementation Memorandum identifying the inspection-cycle dates, selected Digital Inspection participants, deadlines, reporting expectations, correction-verification requirements, and other year-specific instructions. The current-year memorandum is included as Annex C.

3. Program Principles and Definitions

3.1 System of Record and System of Engagement

System of Record. The inspected Post, Ship, or District remains the custodian and authoritative source for its own official organizational records. In plain language, when copies differ, the inspected organization remains responsible for determining and maintaining its official record.

System of Engagement. The Department SharePoint Digital Inspection site is the electronic workspace used to submit inspection evidence, organize records for review, communicate about readiness, and support the inspection. Uploading a copy to SharePoint does not, by itself, make that copy the inspected organization's official record or supersede the organization's own authoritative record.

Custodian. The organization or office responsible for maintaining, protecting, and producing its official records.

Policy statement: The inspected party remains the custodian and System of Record for its official records. The Digital Inspection site is the System of Engagement used to submit and review inspection evidence.

Record hierarchy for inspection purposes. The inspected party's official organizational record governs the underlying organizational fact or transaction. The SharePoint upload is the inspection evidence copy presented for review. The Inspection Binder is a navigation layer containing links to that evidence and is not a separate authoritative copy. The fully signed inspection form is the authoritative record of the inspection result. The statewide tracker is the Department's authoritative record of inspection status, but it does not override the signed inspection form or the inspected party's official organizational records. When copies disagree, the appropriate source record will be corrected rather than treating any one system as the universal master record.

3.2 Digital Inspection

A formal inspection conducted through the Department-approved SharePoint inspection environment and an Electronic Meeting, using the same applicable inspection criteria used for a physical inspection.

3.3 Document Readiness Review

A non-inspection readiness review conducted by the assigned Digital Inspector using the SharePoint Inspection Binder and available evidence. The Digital Inspector checks whether required evidence is present, legible, appropriately redacted, accessible, and appears sufficient to proceed to the formal inspection; identifies missing, incomplete, or potentially insufficient evidence; and works with the inspected party to correct issues before the Electronic Meeting whenever reasonably possible. The Document Readiness Review is not the formal inspection and does not itself create an official inspection deficiency.

3.4 Electronic Meeting

The live meeting used to conduct the formal Digital Inspection. It may be conducted using Zoom, Microsoft Teams, or another Department-approved electronic meeting platform. Electronic Meetings will not be audio- or video-recorded unless specifically authorized in writing by the State Inspector and all participants are notified before recording begins.

3.5 Digital Inspector

A Department Deputy Inspector assigned by the State Inspector to conduct a Digital Inspection. Digital Inspectors should be assigned outside the inspected party's District. An avoidable conflict includes membership or office in the inspected unit, a direct personal or financial interest, an active dispute involving the unit, or another circumstance that reasonably calls impartiality into question. Digital Inspectors must disclose potential conflicts to the State Inspector; an inspected Commander may request reassignment.

3.6 Digital Inspection Coordinator

A VFW member in good standing designated by the inspected party's Commander to assist with technical preparation and uploading when the Commander, Quartermaster, Adjutant, or other authorized officers cannot reasonably perform those functions. The Coordinator does not replace the Commander's responsibility for the inspection and does not become an Inspector by virtue of the designation.

3.7 Department-Approved Electronic Signature Platform

The electronic signature service selected by the Department for official inspection-form routing and signature. The specific provider may change without revising this SOP. The service must identify the intended signers and produce a completed signed record; any completion certificate or transaction/audit record generated by the service should be retained with or linked to the final inspection record when available. The fully completed signed inspection form is retained as the official inspection-result record, and the State Inspector follows up on outstanding signature requests.

4. Roles and Responsibilities

4.1 Department Commander

- Provides Department-level direction and priorities for the inspection program.
- Receives inspection-status reporting from the State Inspector as requested and at intervals established by the Department Commander or State Inspector.
- Approves or directs significant program changes through appropriate Department channels.

4.2 State Inspector

- Serves as the process owner for the Digital Inspection Program. The process belongs to the office of the State Inspector, not to any individual person.
- Selects or administers the annual Digital Inspection cohort in accordance with Department direction and the Annual Implementation Memorandum.
- Prepares, provisions, secures, validates, and maintains the Digital Inspection environment or delegates technical work to an authorized Department administrator.
- Assigns Digital Inspectors after an inspected party reports that uploads are ready for Document Readiness Review.
- Maintains the authoritative statewide inspection tracker and final inspection status.
- Approves conversion from Digital Inspection to Physical Inspection after consultation with the Digital Inspector and inspected Commander.
- Receives completed inspection forms, initiates the Department-approved electronic signature process, distributes final signed forms, and ensures Department recordkeeping.
- Receives correction evidence or certification, determines final closure, and provides statewide status reports.

- Resolves or elevates disputes concerning readiness, evidence, findings, correction verification, conversion, or procedural exceptions in accordance with this SOP.
- Coordinates access removal, security-incident response, and available audit/recovery actions with authorized Department or tenant administrators.

4.3 Digital Inspector

- Conducts the Document Readiness Review using the SharePoint Inspection Binder and applicable inspection requirements.
- Communicates directly with the inspected Commander and authorized participants concerning missing or potentially deficient evidence and scheduling.
- Allows a reasonable opportunity to correct an identified issue before the formal inspection. The review will not be extended when continued delay would materially interfere with the annual completion targets or required inspection deadline.
- Conducts the formal Digital Inspection during the Electronic Meeting and completes the applicable official inspection form.
- Signs the inspection form using the Department-approved electronic signature platform. The Digital Inspector's responsibility for the initial formal inspection ends after that signature is completed, unless otherwise directed by the State Inspector.
- Discloses any actual or potential conflict of interest to the State Inspector and does not proceed with an assignment when directed to recuse or reassign.

4.4 Inspected Commander

- Retains command responsibility for the inspected party's preparation and participation.
- Ensures authorized personnel prepare and upload evidence according to each folder-specific 00 - READ ME.pdf.
- Ensures the Commander, Senior Vice Commander, or Junior Vice Commander attends the formal Electronic Meeting. No other officer substitutes solely for convenience. If the Commander attends, attendance by the Senior Vice Commander, Junior Vice Commander, Quartermaster, and Adjutant is highly recommended. Regardless of whether the Commander, Senior Vice Commander, or Junior Vice Commander serves as the required command representative, attendance by the Quartermaster and Adjutant is highly recommended.
- May invite other members to attend the Electronic Meeting in addition to the required command representative and the officers whose attendance is highly recommended.
- May designate a Digital Inspection Coordinator when needed and must personally request that Coordinator's system access.
- Signs the completed inspection form through the Department-approved electronic signature platform.

4.5 Quartermaster, Adjutant, and Authorized Participants

- Assist the Commander with preparation and upload of requested evidence.
- Use only the assigned inspection site and access granted for their organizational role.
- Follow folder-specific 00 - READ ME.pdf instructions for required evidence, organization, redaction, and naming.

4.6 District Commander and District Inspector

- Receive appropriate inspection results for subordinate Posts/Ships.
- The District Inspector assists inspected Posts/Ships in correcting formal inspection deficiencies and verifies correction evidence before reporting correction status to the State Inspector.
- When the District itself is the inspected party, the respective District Inspector may work with the District Command to correct deficiencies and report the supporting correction evidence. Final closure remains with the State Inspector.

4.7 Department Records Personnel

Retain final signed inspection forms in the Department-designated inspection records repository in accordance with Department records practices.

5. Annual Preparation

5.1 State Inspector Pre-Deployment Requirements

- Finalize the Annual Implementation Memorandum and current participant roster.
- Prepare or validate the standard SharePoint inspection-site template, Upload Folders, folder-specific 00 - READ ME.pdf files, Inspection Binder, and evidence-to-inspection-item mapping against the current-cycle official Post, District, and Supplemental inspection forms.
- Prepare the statewide inspection tracker for both Digital and Physical inspections.
- Prepare the authorized user roster from current election reports and approved access requests.
- Remove prior-year ordinary Post/Ship/District participant access at the start of the new administrative year and re-provision current access using current election reports and approved requests.
- Provision permissions through approved Microsoft Entra Security Groups and the Department-approved access model.
- Perform and retain a permissions/access audit before opening the Digital Inspection cycle each year.
- Prepare Digital Inspector assignment procedures, training materials, the participant Preparation Guide, folder-specific 00 - READ ME.pdf instructions, support procedures, and the current-year escalation and response goals.
- Verify that the environment is ready for operational use before participant instructions are released.
- Verify the current official inspection forms published by VFWCA and identify the controlling current-cycle form names and source location in the Annual Implementation Memorandum before the inspection cycle opens.
- Maintain a controlled record of privileged tenant/SharePoint administrators and review that access periodically; the names of privileged administrators are not required to be published in this SOP.
- Prepare an incident-response and recovery contact process before sensitive inspection evidence is accepted.

Annual access reset. Ordinary Post/Ship/District participant access is rebuilt each administrative year. Posts, Ships, and Districts must ensure officer email addresses in OMS are correct at least five days before election-report processing so current officers can be provisioned accurately.

5.2 Security and Access Governance

Access is centrally provisioned by the State Inspector or another specifically authorized Department administrator. Ordinary participants may not independently invite or grant inspection-site access to additional users. The inspected party determines its authorized representatives; Department administrators implement that authorization through the approved access model. Technical details are contained in Annex A.

6. Preparation by the Inspected Party

6.1 Authorized Access

The Commander, Quartermaster, and Adjutant may receive access when their identities have been provided and approved. If none of those officers can reasonably perform the technical upload tasks, the Commander may designate any VFW member in good standing as the Digital Inspection Coordinator.

Coordinator access request. The Commander must email inspector@vfwca.org with the subject "Digital Inspection Access Request – Post/Ship/District #####" and identify the designated member. Access will not be granted solely on the proposed Coordinator's own request.

6.2 Preparing Evidence

- Open each folder in the designated Upload area and read the folder's 00 - READ ME.pdf before uploading evidence.
- Upload only the evidence requested by the applicable 00 - READ ME.pdf. The folder instructions translate the inspection requirements into the current upload, pre-population, or direct-verification method and are the primary participant instructions for that record type. For recurring records, the default inspection period is from the date of the inspected party's last completed inspection through the present; for current or standing records, provide the current controlling document. Annex D provides the consolidated current-year catalogue and explains how the Inspection Binder routes inspection items to Upload Folders or authoritative Department sources; the folder-specific 00 - READ ME.pdf remains the controlling participant upload instruction.
- Ensure files are complete, legible, correctly oriented, and appropriately redacted before upload.
- The inspected party is responsible for scanning or otherwise digitizing paper records and quality-checking the resulting files. A Digital Inspection Coordinator may assist. If reliable equipment, scanning capability, broadband, or account access cannot reasonably be obtained, contact inspector@vfwca.org for assistance; unresolved technical limitations may support conversion to Physical Inspection.
- Use the recommended file naming and organization guidance where practical. PDF is preferred, and electronically available records should be saved or printed directly to PDF rather than printed to paper and rescanned.
- When a category legitimately does not apply, follow the applicable 00 - READ ME.pdf. A brief Commander-signed Not Applicable memorandum is recommended where the folder instruction identifies an N/A condition.
- For bonding documentation, review Folder 15 - Bonding Order or Certificates. Upload the current Bond Certificate OR a PDF of the Department 'Received' email confirming the bond order. If using the email, save or print it directly to PDF. Include current certificates for other separately bonded accountable officers when applicable.
- Where a 00 - READ ME.pdf identifies Department-pre-populated content, verify that the current document is present and do not delete, rename, replace, or move it. If expected Department-provided content is missing or appears outdated, contact inspector@vfwca.org rather than creating a substitute unless the folder instruction directs otherwise.
- When a required document contains sensitive information, make all reasonable redactions required by the applicable 00 - READ ME.pdf while preserving the information necessary to verify compliance. Redacted copies are acceptable when they preserve the evidence needed for inspection. If adequate redaction would make the document unusable for inspection, contact the State Inspector before upload to arrange an approved alternate review method. Alternate review is not a substitute for reasonable redaction and may not be used merely to avoid preparing a redacted copy.

6.3 Inspection Binder

Inspection Binder - State Inspector-prepared navigation area. The Binder contains shortcuts/links that point to applicable Upload Folders or, for designated current-year items, directly to an authoritative VFWCA page. It does not create a second copy of uploaded evidence. Authorized inspected-party users may open the Binder and the same linked source evidence used by the Digital Inspector, but must not add, delete, rename, move, or edit Binder items. The State Inspector or authorized administrator maintains the Binder structure. If evidence is misfiled, incomplete, or omitted, the Digital Inspector directs the inspected party to move, replace, or upload the evidence in the proper Upload Folder rather than altering the Binder.

6.4 Readiness Notification

When the inspected party believes all applicable Upload Folders are prepared, an authorized participant will email inspector@vfwca.org using the following subject line:

Digital Inspection Ready – Post/Ship/District

No separate SharePoint submission button or test upload is required. The readiness email is the official signal for assignment of a Digital Inspector and commencement of the Document Readiness Review.

7. Digital Inspection Workflow

7.1 Assignment

After receiving the readiness email, the State Inspector updates the statewide tracker and assigns a Digital Inspector. The assigned Digital Inspector may communicate directly with the Commander and other authorized participants while keeping the State Inspector informed through the tracker and required communications.

7.2 Document Readiness Review

- The Digital Inspector opens the inspected party's SharePoint Inspection Binder and performs the Document Readiness Review of the available evidence using the applicable inspection requirements.
- The purpose is to identify missing, incomplete, inaccessible, improperly redacted, or potentially insufficient evidence early enough for the inspected party to correct it before the formal inspection whenever reasonably possible.
- Potential issues identified during this review are not official inspection deficiencies because the formal inspection has not yet occurred.
- The Digital Inspector communicates missing or potentially deficient items directly to the Commander and authorized participants. The inspected party uploads corrected or additional evidence to the same applicable Upload Folder and communicates completion back to the Digital Inspector.
- The Digital Inspector will allow a reasonable opportunity to correct an identified issue before the formal inspection. The review will not be extended when continued delay would materially interfere with the annual completion targets or required inspection deadline. When a potential issue remains unresolved, the formal Electronic Meeting will proceed so the requirement can be determined officially during the initial inspection.

For scheduling purposes, 'reasonably ready' means that the required inspection areas and Binder links are accessible, the evidence needed to perform the inspection is substantially present, and any unresolved potential issue has been identified to the inspected party. It does not mean the Digital Inspector has pre-cleared the requirement or guaranteed a passing inspection.

7.3 Questions, Disagreements, and Review

The Digital Inspector and inspected command representative should first attempt to resolve questions concerning a required item, adequacy of evidence, readiness, or a proposed finding by referring to the controlling inspection form, applicable VFW requirements, the folder-specific 00 - READ ME.pdf, and the evidence presented.

If the issue remains unresolved, the inspected Commander may request review by the State Inspector. The State Inspector will review the available record and provide a determination or direction. If the dispute concerns a decision made personally by the State Inspector or raises a policy matter beyond the State Inspector's authority, the inspected Commander may request review by the Department Commander or designee.

A timely, good-faith request for review will not create an adverse inspection status solely because the matter is under Department review. Required inspection deadlines remain in effect unless properly extended, and the State Inspector will document material review decisions or procedural exceptions in the tracker or inspection case record.

7.4 Scheduling the Electronic Meeting

Once the inspection package is reasonably ready to proceed, the Digital Inspector and inspected party will mutually agree upon a date and time for the Electronic Meeting, with reasonable consideration for volunteer work schedules, travel, medical appointments, and technology availability. The Commander, Senior Vice Commander, or Junior Vice Commander must attend. If the Commander attends, attendance by the Senior Vice Commander, Junior Vice Commander, Quartermaster, and Adjutant is highly recommended. Regardless of which of the three command officers serves as the required representative, attendance by the Quartermaster and Adjutant is highly recommended. Other members may attend at the inspected party's discretion. If the required command representative becomes unavailable, the meeting will be rescheduled by mutual agreement with no adverse status solely because of the reasonable rescheduling. No fixed minimum notice period is required unless established by the Annual Implementation Memorandum or directed by the State Inspector.

7.5 Conducting the Formal Digital Inspection

1. The Digital Inspector opens the Electronic Meeting and confirms that the Commander, Senior Vice Commander, or Junior Vice Commander is present as the required command representative. The Digital Inspector may also note whether the Quartermaster and Adjutant are present and, when the Commander is the required representative, whether the Senior Vice Commander and Junior Vice Commander are present. Attendance by these additional officers is highly recommended as described in Section 7.4, but is not a condition for conducting the formal inspection.
2. The Digital Inspector shares their screen and opens the inspected party's SharePoint Inspection Binder.
3. The Digital Inspector reviews the applicable inspection requirements and supporting evidence item-by-item while the required command representative observes and answers questions.
4. The Digital Inspector completes the official inspection form as the inspection proceeds.
5. A minor administrative or documentary issue may be corrected during the Electronic Meeting. If it is fully corrected and verified before the final determination, it need not be recorded as a formal deficiency.
6. Any unresolved condition that does not satisfy an inspection requirement is recorded as an official deficiency of the initial formal inspection.
7. The existence of a deficiency does not convert the inspection to a physical inspection. The Digital Inspection remains the formal initial inspection unless the State Inspector has approved conversion for technical or practical reasons under Section 8.

7.6 Completion and Signature

At the conclusion of the Electronic Meeting, the initial formal inspection is complete whether the result contains no deficiencies or one or more deficiencies requiring correction.

Digital Inspector submission. The Digital Inspector emails the completed inspection form to inspector@vfwca.org using the subject "Completed Digital Inspection – Post/Ship/District #####". The message body must include the Digital Inspector's name and email address and the inspected Commander's name and email address, even if those details also appear on the inspection form.

The State Inspector initiates the Department-approved electronic signature process. The Digital Inspector and the Commander of the inspected party are the required signers on the completed form. Both signers are expected to complete the electronic signature promptly upon receipt; the State Inspector follows up on outstanding signatures. If a request is rejected, misrouted, or cannot be completed, the State Inspector contacts the signer, corrects the routing or identifies the underlying issue, and uses the review process in Section 7.3 when necessary. The initial inspection remains complete while signed-form processing is pending. The Digital Inspector's responsibility for the initial formal inspection concludes after the Digital Inspector signs the form through the Department-approved electronic signature platform, unless otherwise directed.

7.7 Distribution of Final Signed Inspection

After required signatures are complete, the State Inspector distributes the final signed inspection form as follows:

Inspection Type	Required Distribution
Post/Ship	Post/Ship Commander; District Commander; District Inspector; Department-designated inspection records repository
District	District Commander; District Inspector; Department-designated inspection records repository

8. Conversion to Physical Inspection

A Digital Inspection may be converted to a Physical Inspection when technical limitations, inability to access or use the digital environment, inability to upload required records, or another unforeseen practical circumstance prevents the digital process from being completed reasonably. A deficiency identified during the formal inspection is not, by itself, a reason for conversion.

The State Inspector approves conversion after consultation with the Digital Inspector and inspected Commander. The reason for conversion will be documented in the tracker or inspection case record. A Commander who disputes the conversion decision may request review under Section 7.3. When approved:

- The Digital Inspection tracker status is changed to “Converted to Physical Inspection.”
- The inspected party is added to or activated on the Physical Inspection tracking tab.
- The transition is treated as a change in inspection method, not as an inspection deficiency or disciplinary event.
- The State Inspector and appropriate District personnel coordinate the physical inspection in accordance with Department procedures.

9. Deficiencies, Corrections, and Closure

9.1 Initial Inspection Result

An initial formal inspection is considered complete when the formal Digital Inspection concludes, even if deficiencies remain. The inspection-completion status and correction status are tracked separately.

9.2 Post/Ship Deficiency Correction

1. The State Inspector distributes the signed inspection findings to the required recipients.
2. The District Inspector assists the Post/Ship with correction of each deficiency.
3. The Post/Ship uploads corrected or replacement evidence to the same applicable Upload Folder unless specifically directed otherwise.
4. The District Inspector reviews the correction evidence and reports the correction, with required supporting evidence or certification, to the State Inspector.
5. The State Inspector determines whether the correction is satisfactory and reserves final authority to close the deficiency and inspection.

9.3 District Deficiency Correction

When a District itself is the inspected party, the respective District Inspector may work with the District Command to correct deficiencies and provide the supporting correction evidence. Final verification and closure remain with the State Inspector.

9.4 Verification Standard

The State Inspector will establish the required method of correction verification in the Annual Implementation Memorandum. Verification may require documentary evidence, District Inspector certification, or both. Documentary proof is evidence sufficient to demonstrate that the specific cited deficiency has been corrected; the form of evidence will depend on the deficiency and is not limited to a single document type.

Corrections should begin promptly after the signed initial inspection is distributed. District Inspectors maintain contact with the inspected party and update the State Inspector on correction progress. The State Inspector may establish reasonable interim milestones when needed; the controlling annual correction deadline is established in the Annual Implementation Memorandum.

A disagreement concerning whether a deficiency has been corrected or whether submitted evidence is sufficient may be reviewed under Section 7.3. Final closure authority remains with the State Inspector.

9.5 Closure Status

Condition	Inspection Status	Correction / Final Status
No deficiencies - meeting concluded	Initial Inspection Complete	Not Applicable / No Deficiencies
No deficiencies - signed form processed and distributed	Closed	Not Applicable / No Deficiencies
One or more deficiencies - meeting concluded	Initial Inspection Complete	Corrections Required
Correction work underway	Initial Inspection Complete	Corrections In Progress
District Inspector has verified submitted correction evidence	Initial Inspection Complete	District Inspector Verified
State Inspector has verified all required corrections	Closed	State Inspector Verified

9.6 Accountability for Deficiencies

The existence of a deficiency during an initial formal inspection does not, by itself, constitute grounds for disciplinary action. Previously identified deficiencies will be tracked for follow-up and may receive additional scrutiny during subsequent inspections. Repeated or uncorrected deficiencies may be referred through appropriate Department channels for further action.

10. Statewide Tracking and Reporting

10.1 Authoritative Statewide Tracker

The State Inspector will maintain an authoritative statewide inspection tracking mechanism covering both Digital and Physical Inspections. The tracker will be used to monitor inspection preparation, scheduling, completion, deficiencies, corrective actions, and final closure, and to provide current inspection-status information to the Department Commander.

The State Inspector controls the authoritative inspection-status and correction-status values in the master tracker. Digital Inspectors, District Inspectors, and other authorized personnel may provide assigned working information or status updates as directed, but those working updates do not supersede the State Inspector's authoritative status entry. The master tracker maintains separate operational views for Digital and Physical Inspections and may be supplemented by read-only SharePoint views or lists. Exact fields, formulas, and administrative layout may be modified by the State Inspector without revising this SOP, provided the required program status can still be determined. The approved framework is contained in Annex B.

10.2 Department Commander Reporting

The State Inspector will maintain current statewide inspection status and provide status reports to the Department Commander as requested and at intervals established by the Department Commander or State Inspector.

10.3 Department-Controlled Delays

An inspected party will not receive an adverse inspection status solely because of delay caused by Department-controlled access provisioning, SharePoint service interruption, Digital Inspector availability, Department review, electronic-signature routing, or another Department-controlled step after the inspected party has completed the action reasonably within its control. The tracker should identify material external or Department-side delays so statewide reporting distinguishes participant delay from process delay.

11. Records, Continuity, Security, and Privacy

11.1 Inspection Evidence and Continuity

Inspected parties are instructed to leave uploaded inspection evidence in the Digital Inspection environment after the inspection is complete so succeeding officers have continuity and future inspection preparation becomes easier. Evidence must remain available while an inspection or correction is active and should not be deleted solely because the current inspection has closed. This SOP does not establish an automatic year-end deletion schedule. Any later archival or deletion is subject to the inspected party's custodial responsibility, applicable VFW/Department records direction, legal holds, privacy requirements, and the organization's own record-retention obligations. SharePoint is not the inspected party's sole System of Record or sole backup.

11.2 Annual User Access Cycle

Ordinary participant access is intended to follow the administrative year, July 1 through June 30. At the start of the new year, prior participant access is administratively removed and current access is reprovisioned from election reports and approved requests. Mid-year access will also be removed or adjusted as soon as administratively practicable when the State Inspector receives official notice that an officer has left office, changed duties, an invited email has been compromised, or the user no longer has a legitimate inspection need. This annual and mid-year lifecycle applies to ordinary organizational participants and does not require removal of Department administrative accounts needed to operate the service.

11.3 Privacy and Redaction

- Upload only records requested for the inspection and only the portions necessary to demonstrate compliance.
- Follow each folder-specific 00 - READ ME.pdf for specific redaction requirements and prohibited uploads.
- Do not upload unnecessary Social Security numbers, dates of birth, medical information, full financial account numbers, identity documents, donor or member contact lists, incident reports containing unnecessary personal information, complete personnel files, unredacted tax or payroll records, or other unrelated personally identifiable or sensitive information. When a bank statement, tax filing, personnel-compliance record, donor-related record, or similar document is required, follow the folder-specific 00 - READ ME.pdf and redact information not needed to prove the inspection requirement.
- When uncertain whether a sensitive document should be uploaded, contact inspector@vfwca.org before uploading it.

When a required sensitive document cannot be sufficiently redacted without preventing verification of the inspection requirement, the State Inspector may authorize an alternate secure review method, including live display during the Electronic Meeting without retaining a full unredacted copy. This exception does not excuse reasonable redaction and may not be used as a routine alternative to preparing redacted evidence.

11.4 Least-Privilege Access

Participants receive only the access needed for each authorized organizational role and identity. Authorized Post/Ship participants may contribute within their assigned Post/Ship inspection environment and do not receive access to other Posts/Ships solely by virtue of that Post/Ship role. District Command Team members receive read-only visibility to subordinate Post/Ship inspection sites. Within a District inspection site, the District Command Team and District Contributors have Contribute access; subordinate Post/Ship Contributor groups, Department Officers, and Inspectors have Read access. The Department inspection landing site provides Read access to the inspection security groups needed for navigation and resources. Department Officers and Inspectors receive statewide read-only access at the Post/Ship level as established by the approved model. Privileged tenant or SharePoint administrators may possess broader technical capabilities than ordinary inspection users and are governed separately. Additional technical detail is contained in Annex A.

11.5 Authorized Handling, Downloading, and Redistribution

Read-only SharePoint permission does not necessarily mean that a user is technically prevented from downloading or printing every file. Authorized users may view, download, print, copy, or temporarily retain inspection evidence only when reasonably necessary to perform an official inspection or correction duty. Inspection evidence may not be redistributed to unauthorized persons or retained in unnecessary local copies.

11.6 Authentication and Account Security

Administrator accounts are required to use multifactor authentication under the current Department configuration. External Digital Inspection users who are not using a vfwca.onmicrosoft.com account authenticate with the invited email address and a one-time code sent to that email address. Users must protect the invited email account and must not share authentication codes. If an invited email account is compromised or is believed to be compromised, the user or Commander must notify the State Inspector immediately so the impacted email identity can be removed from inspection access until the matter is resolved.

11.7 Security Incident Reporting and Response

Suspected unauthorized access, accidental disclosure, wrong-user access, compromised credentials, sensitive information uploaded without required redaction, or another suspected security incident must be reported immediately to inspector@vfwca.org using the subject "SECURITY INCIDENT – Post/Ship/District #####". The State Inspector will coordinate containment with authorized tenant or SharePoint administrators, preserve available logs and evidence, remove or adjust access when necessary, notify appropriate Department leadership and the affected organization, and document corrective action.

11.8 Audit and Access Review Requests

An inspected Post, Ship, or District may request a review of available access or audit information concerning its inspection site through the State Inspector. The State Inspector will provide or summarize information reasonably available under the Department's Microsoft 365 licensing, audit retention, and technical capabilities. This SOP does not guarantee that every view, download, print, or local copy can be reconstructed after the fact.

11.9 Recovery, Backup, and Continuity

The Digital Inspection environment is not intended to replace the inspected party's official records or serve as its only backup. The inspected party must retain its authoritative original records in accordance with its normal custodial and retention responsibilities. If an uploaded file is accidentally deleted, corrupted, or made unavailable, the issue should be reported to the State Inspector, who will coordinate reasonable recovery using available Microsoft 365 recovery, versioning, administrative, or support capabilities. Recovery of every uploaded copy cannot be guaranteed; retaining the authoritative source record outside the inspection workspace is therefore essential.

11.10 Data Locations and Meeting Records

Inspection evidence is stored in the Department's SharePoint Digital Inspection environment. The statewide tracker is maintained as a Department inspection-status record. Email notifications and support communications are maintained in the applicable email systems, and electronic-signature transactions are processed through the Department-approved signature service before final signed forms are retained in the Department-designated inspection records repository. Electronic Meetings are not routinely recorded, so no meeting recording is created as part of the standard process.

12. Training, Support, and Communications

12.1 Participant Guidance

The State Inspector will publish simple participant guidance that assumes no prior familiarity with SharePoint while respecting the experience and responsibility of VFW officers. Training should explain how to access the site, locate the Upload Folders, determine what must be uploaded, identify what is Department-pre-populated or verified directly by the Digital Inspector, upload files, protect sensitive information, notify the State Inspector when ready, and understand what happens next.

12.2 Standard Email Subjects

Purpose	Required Subject Line
Digital Inspection assistance	Digital Inspection Assistance – Post/Ship/District #####
Coordinator access	Digital Inspection Access Request – Post/Ship/District #####
Ready for review	Digital Inspection Ready – Post/Ship/District #####
Completed formal inspection	Completed Digital Inspection – Post/Ship/District #####
Suspected security incident	SECURITY INCIDENT – Post/Ship/District #####

12.3 Primary Support Contact

inspector@vfwca.org is the primary contact for access problems, upload questions, inspection-process questions, readiness notifications, security incidents, and requests for Digital Inspection assistance unless the State Inspector publishes an alternate contact for a specific purpose. No permanent support-hours guarantee is established by this SOP; current-year response goals and training schedules are published in the Annual Implementation Memorandum.

13. Annual Review and Exceptions

The State Inspector will review this SOP annually and recommend changes when the inspection process, technology, Department policy, or governing requirements materially change. Year-specific operational changes that do not alter the enduring program model should be made through the Annual Implementation Memorandum or annexes rather than by rewriting the core SOP.

The State Inspector may approve reasonable procedural exceptions necessary to complete an inspection while preserving applicable inspection requirements, security, records protection, fairness, and Department authority. Material exceptions affecting an inspected party's status, access, required evidence, timing, or inspection method should be documented in the tracker or inspection case record and communicated to the affected party. Similar circumstances should be treated consistently when practicable. A Commander may request reconsideration under Section 7.3. Significant exceptions or changes affecting Department policy will be elevated through appropriate Department channels.

Annex A - Technical Access and Permissions

A-1. Purpose

This annex documents the role-based access and security model used to implement the Digital Inspection Program. The Digital Inspection environment resides in the VFW Department of California Microsoft 365 tenant and the vfwca.sharepoint.com SharePoint service. Microsoft operates the hosted platform; VFW-appointed administrators control tenant/site configuration and permissions. This annex supports the plain-language rules in the SOP and may be updated administratively when technical implementation changes without changing the underlying least-privilege policy.

A-2. Identity and Provisioning Model

- Authenticated identities are provisioned through Microsoft Entra Security Groups rather than unmanaged individual permissions for ordinary access.
- The State Inspector or another specifically authorized Department administrator performs group assignment and SharePoint provisioning.
- Ordinary users are not authorized to invite additional participants or grant inspection-site permissions independently.
- Role access is assigned to the specific authorized email identity and the organizational responsibility represented by that identity. When the same authorized email identity legitimately holds multiple roles, it is placed in each applicable Security Group and receives the cumulative permissions of those roles. Distinct role-specific accounts remain separate and do not automatically share or merge permissions.
- The Commander may request a Digital Inspection Coordinator when needed. The Coordinator must be a VFW member in good standing and access must be requested by the Commander.

Administrator accounts are required to use multifactor authentication. External participants authenticate using the invited email identity and a one-time code sent to that email. Because access security depends in part on control of the invited email account, compromised invited email accounts must be reported immediately and removed from access until resolved.

A-3. Post/Ship Inspection Site Role Model

Security Group / Role	Post/Ship Site Access	Purpose
#####-Contributor	Contribute	Authorized Post/Ship participants can prepare and manage evidence in their assigned inspection environment.
D##-Command Team	Read	District Command Team can review subordinate Post/Ship inspection sites.
Dept Officers	Read	Authorized Department personnel have statewide read-only visibility at the Post/Ship level.
Inspectors	Read	Department inspection personnel have statewide read-only visibility needed for inspection responsibilities.

The approved Post/Ship model is implemented as direct role assignments to the site, with the Inspection Items library inheriting the approved site permissions unless a future documented architecture changes that design. Managed inspection groups should not be nested in the site Visitors group as a substitute for the approved direct role assignment.

A-4. District-Level Access

District inspection sites use the approved role model for that District: D##-Command Team and D##-Contributors receive Contribute access to the District site; the Contributor groups for Posts/Ships within that District receive Read access; and Dept Officers and Inspectors receive Read access. District Command Team members also receive Read access to subordinate Post/Ship inspection sites. District contributor status does not create Post/Ship contributor rights unless that same authorized identity separately holds a legitimate Post/Ship role.

A-5. Department and Inspector Access

Department Officers and Inspectors receive statewide read-only access to Post/Ship inspection sites under the approved inspection model. The Department inspection landing site grants Read access to the inspection security groups needed to reach Department resources and navigate to authorized District/Post/Ship sites. 'Dept Officers,' 'Inspectors,' District Command Team groups, District Contributor groups, and Post/Ship Contributor groups are role-based groups populated from authorized rosters; access is not granted merely because a person knows a site URL. Administrative roles such as Global Administrator, SharePoint Administrator, or Site Administrator can possess broader technical capability than ordinary inspection roles. The current privileged-administrator roster is maintained as a controlled Department administrative record, reviewed periodically, and is not embedded in this SOP because it may change during the year.

A-6. Annual Security Validation

- Before each inspection cycle, validate that target sites and security groups match the approved role model.
- Retain audit output sufficient to demonstrate the scope reviewed, identified exceptions, corrective action, and final validation.
- Validate planned user-to-group assignments before live provisioning and preserve an assignment log or equivalent audit trail.
- Resolve access exceptions before participant instructions are released whenever practicable.

A-7. Access Lifecycle and Removal

Ordinary access is reset annually and reprovisioned from current election reports and approved access requests. Mid-year removal or adjustment will occur as soon as administratively practicable upon official notice of an office change, loss of legitimate need, compromised invited email account, or other access concern.

A-8. Authorized Downloading, Printing, and Local Copies

The access model limits who may reach each inspection site, but a Read permission level may still permit some downloading or printing. Users may download, print, copy, or retain evidence only when necessary for official inspection duties and must protect any local copy from unauthorized disclosure. Unnecessary local copies should be deleted when no longer required for the official task.

A-9. Audit and Access Review

The Department will retain available security and provisioning audit output appropriate to the program. An inspected party may ask the State Inspector to review available access or audit information concerning its site. Audit availability depends on Microsoft 365 licensing, configured logging, and retention; the program does not promise reconstruction of every possible local action.

A-10. Security Incident Response

Security incidents are reported to the State Inspector immediately. The State Inspector coordinates account or group removal, permission correction, available log preservation, notification to appropriate Department leadership and affected organizations, and other reasonable containment or corrective actions with authorized tenant administrators.

A-11. Recovery and Backup Principle

The inspected party remains responsible for retaining its official source records outside the Digital Inspection workspace. SharePoint is not the sole backup. When an inspection copy is deleted, corrupted, or otherwise unavailable, the State Inspector will coordinate reasonable restoration using available platform capabilities, but the program does not guarantee restoration of every uploaded copy.

A-12. FY 2026-2027 Pre-Deployment Validation

By 24 August 2026, the State Inspector had completed statewide Post/Ship permissions validation against the approved role model for 239 of 239 Post/Ship inspection sites and validation of the planned external-user Security Group assignments. The current 73-site Digital Inspection Post/Ship cohort also completed the 26-folder/Inspection Binder migration, revised 00 - READ ME.pdf deployment, and deployment of the current National and Department Bylaws to Folder 01 - Bylaws. Detailed audit, assignment, migration, and deployment logs are retained by the State Inspector as program records.

Annex B - Statewide Inspection Tracking Framework

B-1. Purpose and Ownership

The statewide tracker provides the State Inspector and Department Commander with a current view of inspection progress across the Department. It is an administrative control mechanism, not a replacement for the signed inspection form. The State Inspector owns and controls the authoritative tracker status. Digital Inspectors, District Inspectors, and other authorized personnel may provide working information or updates as directed; final inspection and correction status values remain under State Inspector control.

B-2. Operational Views

- Digital Inspections - tracks all Post, Ship, and District parties assigned to the Digital Inspection method.
- Physical Inspections - tracks all parties assigned or converted to the Physical Inspection method.

B-3. Approved Digital Inspection Status Vocabulary

- Assigned
- Uploading
- Document Readiness Review
- Ready for Formal Inspection
- Formal Inspection Scheduled
- Initial Inspection Complete
- Closed
- Converted to Physical Inspection

B-4. Approved Correction Status Vocabulary

- Not Applicable / No Deficiencies
- Corrections Required
- Corrections In Progress
- District Inspector Verified
- State Inspector Verified

B-5. Recommended Minimum Data Elements

- District
- Post/Ship/District number and name
- Inspection method
- Assigned Inspector
- Commander name and email
- Preparation/readiness status
- Document Readiness Review date/status for Digital Inspections
- Formal inspection scheduled date
- Formal inspection completed date
- Initial inspection result
- Number of deficiencies
- Correction status
- District Inspector verification date when applicable
- State Inspector verification date
- Final closure date
- Notes/exceptions
- Conversion-to-Physical indicator/date when applicable

The State Inspector may add, remove, rename, reorder, or calculate administrative fields without revising the SOP, provided the tracker continues to show the current inspection status, correction status, and final closure status of every inspected party.

Annex C - FY 2026-2027 Digital Inspection Implementation Memorandum

C-1. Purpose

This memorandum implements the Digital Inspection Program SOP for FY 2026-2027 and establishes the current-year cohort, targets, deadlines, and correction-verification requirements. Where a year-specific instruction in this memorandum differs from a generic timing example, this memorandum controls for FY 2026-2027. It does not reduce any National or Department inspection requirement.

C-2. FY 2026-2027 Digital Inspection Scope

The current-year Digital Inspection cohort consists of 81 inspected parties: 73 selected Posts/Ships and eight Districts. The Districts assigned to Digital Inspection are Districts 1, 2, 5, 6, 10, 11, 16, and 17. This FY 2026-2027 cohort is an administratively selected implementation group and does not establish permanent future selection criteria. For selected participants, Digital Inspection is the assigned inspection method; there is no separate opt-in step. The State Inspector maintains the authoritative participant roster, which supersedes earlier planning counts or preliminary selection lists. Parties not assigned to Digital Inspection remain subject to the applicable Physical Inspection process unless otherwise directed.

C-3. Assigned Inspection Method and Conversion

For selected participants, Digital Inspection is the assigned inspection method. A selected participant may be converted to Physical Inspection when technical limitations, inability to complete the upload/access process, or another unforeseen practical issue prevents reasonable completion of the Digital Inspection. Conversion is approved by the State Inspector after consultation with the Digital Inspector and Commander. Conversion is not a disciplinary action and is not, by itself, an inspection deficiency.

C-4. FY 2026-2027 Schedule

Milestone	Date / Window	Meaning
Participant guidance / access package release	17 August 2026	Selected participants receive the initial guidance package and access instructions. The August 30 preparation date remains a soft target because of the compressed first-year rollout.
Current Post/Ship operational alignment	24 August 2026	The 73 Digital Inspection Post/Ship sites use the current 26-folder structure and current Inspection Binder mappings. Revised folder-specific 00 - READ ME.pdf files and the current National and Department Bylaws have been deployed; the participant Preparation Guide has been reconciled to that structure.
General Inspector training	29 August 2026, 1800-2000	General training for Inspectors; VFWCA members in good standing may attend.
Digital Inspector training	30 August 2026, 1800-2000	Digital-specific training for all Digital Inspectors; any VFWCA member in good standing may attend.

Milestone	Date / Window	Meaning
Participant upload preparation target	30 August 2026	Soft target. There are no repercussions solely for not being ready by this date.
Digital formal inspections may begin	1 September 2026	Digital Inspectors may begin Electronic Meetings as parties complete Document Readiness Review.
Department completion goal	By 15 September 2026	Goal is to complete the majority of Digital Inspections. This is a target, not a punitive deadline.
Hard deadline for all initial formal inspections	1 December 2026	All initial formal inspections, Digital and Physical, are required to be completed by this date. Deficiencies may remain open for correction afterward.

Participant reassurance. The August 30 date is a preparation target intended to allow a strong start in early September. Participants experiencing limited time or technical difficulty should continue preparing as soon as reasonably possible and contact the State Inspector for assistance. The Department's goal is to complete the majority of Digital Inspections by September 15, but the required initial-inspection deadline is December 1.

C-5. FY 2026-2027 Correction Requirement

All initial formal inspection deficiencies must be corrected in accordance with Department requirements. For FY 2026-2027, documentary proof sufficient to demonstrate correction must be provided to the State Inspector no later than 30 June 2027. The District Inspector is responsible for assisting subordinate Posts/Ships with correction and providing or reporting the required correction evidence. When the District itself is inspected, its District Inspector may work with the District Command to correct and document the deficiency. Final closure remains with the State Inspector.

C-6. Digital Inspection Working Sequence

1. Inspected party uploads evidence according to each applicable folder-specific 00 - READ ME.pdf.
2. Inspected party emails inspector@vfwca.org with subject "Digital Inspection Ready - Post/Ship/District #####".
3. State Inspector assigns a Digital Inspector.
4. Digital Inspector performs the Document Readiness Review using the Inspection Binder and allows a reasonable opportunity to correct potential issues before the formal inspection without allowing continued delay to interfere materially with the annual targets or required inspection deadline.
5. Digital Inspector and inspected party mutually schedule the Electronic Meeting. The Commander, Senior Vice Commander, or Junior Vice Commander must attend; reasonable rescheduling creates no adverse status by itself. If the Commander attends, attendance by the Senior Vice Commander, Junior Vice Commander, Quartermaster, and Adjutant is highly recommended. Regardless of which required command officer attends, attendance by the Quartermaster and Adjutant is highly recommended.
6. Digital Inspector conducts the formal inspection by screen-sharing the SharePoint Inspection Binder, reviewing evidence item-by-item, and completing the official inspection form.
7. Minor issues may be corrected during the Electronic Meeting before the final determination. Unresolved deficiencies are recorded on the formal inspection.

8. Digital Inspector emails the completed form to inspector@vfwca.org using subject "Completed Digital Inspection – Post/Ship/District #####" and includes the Digital Inspector and Commander names and email addresses.
9. State Inspector routes the form through the Department-approved electronic signature platform for the Digital Inspector and inspected Commander.
10. State Inspector distributes the fully signed form and updates the authoritative tracker.
11. If deficiencies exist, the District Inspector assists with correction and reports/provides correction evidence to the State Inspector. The State Inspector reserves final closure authority.

C-7. Support

All Digital Inspection access problems, upload questions, readiness notices, and process-assistance requests should be sent to inspector@vfwca.org using the applicable standard subject line. The current-year response goal is to acknowledge assistance and readiness requests within two business days when practicable. This is a response goal, not a guaranteed service level. There are no fixed published support hours; support is coordinated around volunteer availability. A participant who lacks reliable devices, scanning capability, broadband, or Microsoft account access should request assistance promptly; unresolved technical barriers may be considered for conversion to Physical Inspection.

C-8. FY 2026-2027 Staffing and Assignment Capacity

The FY 2026-2027 Digital Inspection team consists of six Digital Inspectors plus the State Inspector. The State Inspector balances assignments based on availability, conflict-of-interest considerations, progress, and the need to support the 81-party cohort through the required completion deadline. The State Inspector serves as assignment backup and may reassign work when capacity or conflict requires. No fixed permanent caseload per Inspector is established by this SOP.

C-9. FY 2026-2027 Training

Digital Inspector training is scheduled for 30 August 2026 from 1800-2000. It is intended for all Digital Inspectors, and any VFWCA member in good standing may attend. Separate general Inspector training is scheduled for 29 August 2026 from 1800-2000 for Inspectors, with VFWCA members in good standing also permitted to attend.

C-10. Current Official Inspection Forms and Alignment

For FY 2026-2027, the controlling inspection forms are the current-cycle forms published on the VFWCA Inspection Resources page (<https://vfwca.org/di/vfw/v2/default.asp?pid=158232>), including the 26-27 Post Inspection Report, the 26-27 District Inspection Report, and the 26-27 Supplemental Inspection Form (Control of Units). The live current-cycle forms on that page control; older saved copies or embedded historical revision identifiers do not supersede the current published forms. The State Inspector validates the Digital Inspection Binder links, Upload Folder 00 - READ ME.pdf instructions, and evidence mapping against the current published forms. If VFWCA republishes or materially revises a controlling form during the cycle, the State Inspector will issue notice and update the mapping before applying the revised requirement.

C-11. Signatures, Department-Side Delays, and Correction Timing

Electronic signature requests should be completed promptly upon receipt. The State Inspector follows up on outstanding signatures. No inspected party will receive an adverse status solely because of access provisioning delays, SharePoint service problems, Digital Inspector availability, Department review, electronic-signature routing, or other Department-controlled steps after the party has completed the action reasonably within its control. Formal correction efforts begin promptly after an inspection with deficiencies; District Inspectors maintain contact and update the State Inspector, the State Inspector may establish interim milestones when needed, and 30 June 2027 remains the controlling FY 2026-2027 proof-of-correction deadline.

C-12. Continuity

Participants should leave inspection evidence in place after the inspection so incoming officers have continuity and future inspection preparation becomes easier. Ordinary participant access will be reset for the new administrative year and reprovisioned using current election reports and approved requests. Officer email addresses in OMS must be correct at least five days before election-report processing.

C-13. Approved Participant-Specific Timing Exception

Post 6747 may complete its FY 2026-2027 Digital Inspection through 23 October 2026. Completion of the formal Digital Inspection by that date satisfies the Post's annual inspection requirement and exempts it from the District physical inspection scheduled for 24 October 2026. The Department's 15 September completion goal remains preferred when practicable, but 23 October 2026 is the controlling date for this approved exception. If the Digital Inspection is not completed by 23 October, the Post proceeds with the physical inspection unless otherwise directed by the State Inspector.

Annex D - Evidence Folder Catalogue and Inspection Binder Mapping

D-1. Purpose

This annex provides the current FY 2026-2027 record-type catalogue for the Post/Ship Digital Inspection Upload Folders and explains how the Inspection Binder connects the official inspection form to Upload Folders or authoritative Department sources. It answers the practical questions, 'What belongs in each folder?' and 'How does the Inspector reach the evidence?' For recurring records, the inspection period is from the date of the Post's last completed inspection through the present; for current or standing records, the current controlling document applies. The complete folder-specific 00 - READ ME.pdf remains the controlling participant instruction for exact evidence, organization, prohibited content, and redaction.

D-2. Folder and Binder Architecture

Area	Function
01 - Document Upload Folders	Participant work area containing 26 standardized record-type folders. Each folder contains 00 - READ ME.pdf. Not every folder requires a participant upload: some contain Department-pre-populated records and some current-year inspection items are verified directly from an authoritative Department source. Participants must not delete, rename, move, or restructure the standardized folders or their 00 - READ ME.pdf files.
02 - Inspection Binder	Inspector navigation area. The State Inspector prepares shortcut/link files labeled for inspection topics/items. Most shortcuts point to the applicable Upload Folder; designated current-year shortcuts may point directly to an authoritative VFWCA page. The Binder does not duplicate uploaded documents and must not be edited by participants.

Mapping principle. The Upload Folder structure is organized by record type and therefore does not mirror the Post Inspection Report one-for-one. The Inspection Binder provides the item-by-item navigation layer. One Upload Folder may support multiple inspection questions, and one document may support more than one question. Participants upload a document once when an upload is required; the Binder may link the Inspector to that source folder multiple times. Where the current-year process provides an authoritative Department source, the Binder may route directly to that source instead of requiring a duplicate Post upload.

Visibility principle. Authorized inspected-party users may open the same Binder shortcuts and source folders used by the Digital Inspector. The Digital Inspector does not maintain a hidden second copy of the Post/Ship evidence. If a file is missing or misfiled, the Digital Inspector identifies the issue and the inspected party corrects the source Upload Folder.

D-3. FY 2026-2027 Post/Ship Upload Folder Catalogue

Upload Folder	Primary Evidence
01 - Bylaws	National and Department Bylaws are Department-pre-populated. The Post/Ship uploads the current District Bylaws and current Post Bylaws. District and Post Bylaws are required; do not alter the pre-populated National or Department documents.
02 - Articles of Incorporation	Upload the current Articles showing Commander-in-Chief, Department Commander, and California Secretary of State approval/signatures. If all approvals are not present, also upload documentation supporting the effort to correct the

Upload Folder	Primary Evidence
	Articles, such as Department correspondence, restated Articles, submission receipts, or transmittal records.
03 - Election Reports	Upload the current Post Election Report, National Convention Delegate Report (an OMS confirmation email is acceptable), and Department Convention Delegate Report. The Post EIN is verified from the Post Election Report; no separate EIN upload is required.
04 - Member Applications	Upload all membership applications processed since the Post's last completed inspection. Applications should be properly completed, including required Membership Committee and Quartermaster signatures, and unnecessary personally identifiable information must be redacted.
05 - Meeting Minutes and Approved Budget	Upload one separate PDF for each set of accepted/approved regular or special meeting minutes since the last completed inspection. Do not combine multiple meetings or months into one minutes file. Upload the current approved budget when applicable.
06 - Correspondence	Upload official Post correspondence maintained for the inspection period. Correspondence may be combined into one organized PDF when practical.
07 - Officer Proof of Eligibility	Upload properly redacted Proof of Eligibility for applicable Post officers. Officer records may be combined into one organized PDF. Never upload an unredacted DD Form 214.
08 - Proof of Auxiliary Cooperation	Upload evidence of cooperation with the Auxiliary as required by the Manual of Procedure, or a signed coordination memorandum that demonstrates the required cooperation.
09 - Membership Committee Memorandum	Upload the current signed Membership Committee Memorandum.
10 - Recruitment Plan	Upload the Post's current Membership Recruitment Plan.
11 - Monthly Quartermaster Reports	Upload monthly Quartermaster Reports covering the period since the Post's last completed inspection. Reports may be combined into one PDF in chronological order. Trustee monthly review must be supportable. Department guidance on whether Trustee signatures are specifically required is pending; do not recreate reports or add signatures solely for upload unless directed.
12 - Quarterly Trustee Reports of Audit	Upload all completed Quarterly Trustee Reports of Audit covering the period since the Post's last completed inspection. Reports may be combined into one PDF in chronological order.
13 - Bank Statements	Upload complete statements for every Post financial account for the inspection period. Use one PDF per account with statements in chronological order; do not combine different accounts into the same PDF.

Upload Folder	Primary Evidence
14 - Ledgers	Upload complete ledger/accounting records for the inspection period, including all Post accounts and the Relief Fund. Organize by month, not by account; monthly ledger reports may be combined chronologically.
15 - Bonding Order or Certificates	Upload the current 2026-2027 Bond Certificate OR a PDF of the Department 'Received' email confirming the bond order. If using the email, save or print it directly to PDF. Include current certificates for other separately bonded accountable officers when applicable.
16 - Dues Processing Confirmations	Upload OMS dues-processing confirmation emails for the inspection period. Confirmations may be combined into one PDF and should be saved or printed directly to PDF from the electronic source.
17 - Annual Filing Requirements	Upload the most recently required filing and evidence of submission/acceptance for each applicable item: IRS Form 990-N, 990-EZ, or 990; Form 990-T when required; California FTB Form 199 or 199N; Attorney General RRF-1 with the applicable Federal 990 attachment or CT-TR-1; and California Secretary of State SI-100. Filing/submission dates must remain visible.
18 - Receipts and Proof of Expenditures	Upload receipts, invoices, reimbursement forms, contracts, and other support needed to substantiate Post expenditures during the inspection period. Related records may be consolidated where practical if individual transactions remain easy to locate.
19 - Blank Check Verification	Provide evidence of the first unused check from each active checkbook/account. Signature lines must remain visible and unsigned; leave the check number visible; cover or redact the routing number and all but the last four digits of the account number. Multiple checks may appear in one clear photo or combined PDF.
20 - Proof of Real Property	If the Post owns real property, upload documents sufficient to establish ownership or interest and support the inspection entries for value, monthly payment, amount owed, and title holder. A property-tax bill may support ownership/assessment, but add a deed or title record when title is unclear. If no real property is owned, a brief Commander-signed N/A memorandum is recommended and should state whether the Post rents its facility.
21 - Proof of Insurance	Upload current proof of all insurance applicable to the Post, including general liability, liquor liability when applicable, and Workers' Compensation when the Post has paid employees. Applicable liability documentation must name Veterans of Foreign Wars of the United States and Veterans of Foreign Wars, Department of California as additional insureds.
22 - Canteen and Licensed Operations	When applicable, upload the current ABC Type 52 Veterans

Upload Folder	Primary Evidence
22 - Canteen and Licensed Operations	Club License, health permit, ABC Type 58 Catering Permit/License when catering, current CDTFA sales-tax evidence, club manager identification, RBS certificates for servers, and applicable Bingo/Lotto documentation. Do not duplicate bonds, financial records, or insurance already provided in their designated folders. If no licensed operation applies, a Commander-signed N/A memorandum is recommended.
23 - Employee and Payroll Compliance	If the Post has paid employees, upload redacted I-9 and W-4 records for each employee, current EDD DE 9 and DE 9C, Federal Forms 940 and 941, and required sexual-harassment training evidence when the five-employee threshold applies. Workers' Compensation belongs in Folder 21 and need not be duplicated. If there are no paid employees, a Commander-signed N/A memorandum is recommended.
24 - Document Retention Policy	No Post upload is required. The Department-approved Document Retention Policy is pre-populated. Do not delete, rename, replace, or move the pre-populated document.
25 - Orders and Circulars	No Post upload is required for Department-provided Orders and Circulars. Applicable documents are pre-populated. Do not delete, rename, replace, or move the pre-populated documents.
26 - Program Reports	Do not upload Program Reports. The Digital Inspector verifies the Post's submitted activity/program reports directly through the VFWCA Reports Submitted page. No duplicate PDF or spreadsheet export is required.

D-4. Direct Verification and Current Binder Redirects

For FY 2026-2027, designated Inspection Binder shortcuts intentionally use authoritative Department sources instead of requiring duplicate Post uploads. Inspection Items 8, 9, Item 10B (Commemorative Dates B - Program Reports), and 12 route to the VFWCA Reports Submitted page. Inspection Item 20 - Federal Employer Identification Number routes to Folder 03 - Election Reports, where the EIN is verified from the current Post Election Report. These routing decisions are part of the current Binder implementation and do not create a separate participant upload requirement.

D-5. Controlled Companion Guidance

The participant Preparation Guide and the folder-specific 00 - READ ME.pdf files are the current companion guidance. The SOP controls Department policy; the Preparation Guide explains the participant workflow; and the 00 - READ ME.pdf inside each Upload Folder controls the folder-specific participant upload instruction. A separate combined READ ME guide/checklist is not required for the current implementation. Annex D is a consolidated catalogue and does not create additional upload obligations beyond the controlling inspection forms and current folder instructions. If an apparent inconsistency is identified, the State Inspector will correct the documentation; until corrected, the current folder-specific 00 - READ ME.pdf controls participant upload instructions unless the State Inspector issues specific written direction.

D-6. Alignment to Official Forms

The State Inspector is responsible for validating that the live Inspection Binder shortcuts, folder-specific 00 - READ ME.pdf instructions, direct-verification routes, and evidence mapping collectively support every

applicable item on the current-cycle Post, District, and Supplemental inspection forms. Because one evidence folder or authoritative source may support several inspection items, folder count and inspection-item count are not expected to match one-for-one. The live current-cycle forms published on the VFWCA Inspection Resources page control. If a controlling form is materially republished during the cycle, the State Inspector will update the mapping and issue notice before applying the revised requirement.

End of SOP Package. The enduring Digital Inspection Program model was approved by Department Commander Paula Jansen on 17 August 2026. This administrative alignment revision incorporates current-year operational clarifications and deployed-system changes through 24 August 2026, including the 81-party FY 2026-2027 cohort, current permissions model, frozen tracker vocabulary, 26-folder Post/Ship evidence structure, current Inspection Binder routing, folder-specific 00 - READ ME.pdf instructions, and current participant Preparation Guide. Future changes to enduring Department policy should be elevated through appropriate Department channels; year-specific or technical implementation changes should normally be maintained through the Annual Implementation Memorandum or annexes.