

Department of Hawaii General Orders # 002  
July 31, 2023

Series 2023-2024

1. Commander's Moment:

On August 12th we will hold our second Council of Administration quarterly meeting. Hopefully the attendance will significantly improve. During my professional career as an administrator I attended numerous human resources seminars. I can't recall who the author of the following is, but it is very applicable today. *"Accept what IS. Let go of what WAS. And have faith in what will BE."* We must maintain a positive mental attitude (PMA). Always keep family first. We all served proudly and we will continue to wage the war for our veterans and their families.

So -----

*MALAMAI I NA KOA  
(HONOR THE WARRIOR)*

2. **Department Website:** The new Department website becomes active on August 1, 2023. The webpage address is [www.https://vfwhi.org](https://vfwhi.org). Please check out the new website. Both sites will mirror information for the next several months during the transition period. Contact the Department for further information.
3. **Department Convention:** The next Department Convention is tentatively scheduled for June 13-16, 2024. Any Post desiring to host the convention please inform the Department Staff of your intentions as soon as possible.
4. **Committee Chairpersons:** At all Council of Administrations, you have 2 minutes to present a report on the status of your committee. Commander Schaedel is requesting you also submit a written report updating the Department on your committee's plans for the upcoming year. This report will be included in the published minutes of the meeting. Only action items need to be presented to the COA.

1. The following appointments are hereby made:

JROTC	Phil Branch	Post 970
Assistant Public Relations	Chelsea Mack	Post 3830



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2. **VOD/PP/Teachers: These programs are CORE VFW programs and ALL posts should participate and submit** entries to Department.
  - a. **Voice of Democracy: "What are the Greatest Attributes of Our Democracy?"**  
**Have you** contacted your favorite high school teachers? Are your JROTC or Civil Air Patrol Units involved? **Home schooled, no problem,** Deadline for Post entries is **October 31, 2023.** Post entries must be judges and the finalist must be at Department by **December 9, 2023** by the end of the COA. If your Post has multiple entries; let me know and we can share them with other Posts. Give your students more chances to advance and be recognized. Ron Lockwood VOD Chair.
  - b. **Patriot's Pen: "How are You Inspired by America?"** **All POST** entry applications must be **submitted to Department by the end of the December 9, 2023 COA.** If your Post is having difficulty getting an entry from the schools you contacted, call or email Randy Grant for assistance.
  - c. **Citizen Teacher of the Year: Complete an application** for at least one grade level (Elementary, Middle School, or High School) per Post. Entry **applications must be submitted by December 9, 2023** by the end of the COA. Frank Bragg Chair
3. **Scholars App: Scholars App is another way to get entries to the Post for both VOD and PP contests.** Students using this app will have their entries automatically sent to a Post. Posts need to use this link and fill out the questionnaire:  
<https://forms.gle/Ro7NwrejbvegCHzD8>. As you fill out the questionnaire, All Posts in Hawaii are in District 99. Contact either the Committee Chairs or the Department Adjutant is you have any questions. If you send us the name and email address of your VOD/PP chairs, we can fill out the questionnaire for you.
4. **Buddy Poppy: Effective August 1, 2023, the price of Buddy Poppies will be \$300.00 per thousand.** All Buddy Poppy orders must go to the Department QM for processing. The updated form will be on the Department Website.
5. **Post Bonding Requirements: Each Officer accountable for funds or property** pursuant to any provision of the National By-laws shall be bonded in amount and surety, shall be approved by their respective units. This includes everyone that is a signatory on the banking/investment accounts and everyone working at a canteen that handles money this includes volunteers. Each Person bonded requires a separate form. Bonding period runs from September 1, 2023 to August 31, 2024. The same form is used for both Post Officers and canteen workers. The form is on the Department Website.

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**6. Post Inspections: The schedule for Post Inspections is as follows:**

POST	INSPECTOR	SCHEDULED
Post 94	Barlett	October 7, 2023
Post 110	Lockwood	November 30, 2023
Post 352	Grant	October 14, 2023
Post 849	Lockwood	October 11, 2023
Post 970	Barlett	October 12, 2023
Post 1540	Lockwood	October 4, 2023
Post 1572	Barlett	December 2, 2023
Post 2875	Lockwood	September 30, 2023
Post 3292	Barlett	October 7, 2023
Post 3391	Enos	April 2024
Post 3830	Barlett	August 3, 2023
Post 3850	Barlett	October 22, 2023
Post 3855	Barlett	December 27, 2023
Post 3870	Enos	December 9, 2023
Post 3875	Nu	October 21, 2023
Post 8616	Barlett	September 2, 2023
Post 10154	Grant	September 9, 2023
Post 10276	Grant	October 21, 2023
Post 12122	Nu	October 14, 2023
Post 12138	Grant	September 30, 2023

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Please think of Post inspections as an evaluation and learning opportunity for the Post and its members. The inspector should attend your Post meeting and conduct the inspection either before or after the meeting. They will also observe how your Post conducts their meeting. Please have all required records available for inspection. If you have any questions about the inspection process or your official meeting time or place is different than what is published on your election report so we can adjust the schedule; contact Department Inspector Ron Lockwood.

7. **Community Activities: All entries for community Activities will be recorded on the Program (All-American) Dashboard by the Post Adjutant.** Use the worksheet to get the data. You received one at the Convention, start using it. It is also, available on the Department website.
8. **Expense Reporting: All reimbursements of expenses must be reported on the Department Expense form, with all receipts attached.** A copy of the form is on the Department Website.
9. **All-American (Programs) Dashboard: Post Commanders and Adjutants are reminded to use the dashboard to enter the Post data. Post Adjutants** are required to submit **Community Service Reports** on the All-American Dashboard at least monthly. Total money expended, Volunteer Hours, Total Volunteers, Mileage, and Event Explanation is required for each volunteering opportunity. **VMS donations** must be made through the dashboard. Contact Department if you have questions about how to enter the data.
10. **Removal and Appointment of Salaried positions in the Department must** be done in accordance with National and Departmental By-Laws.
11. **National by-laws** stipulate that elected and appointed state officers shall not assume the duties of their office until proof of eligibility has been given and reviewed. Failure or refusal to send the same within thirty (30) days of election or appointment shall result in the office being declared vacant. Proof of eligibility will be submitted to the office of State Adjutant.
12. **Western Conference:**
  - a. **This year's Western Conference will be held in Salt Lake City November 2-5, 2023.** Registration forms are on the Department website.
  - b. **The 2024 Western Conference will be held in Honolulu, Hawaii on October 31-November 3, 2024.**



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- 13. VFW National Convention:** Next year's National Convention will **be held in Louisville, Kentucky from July 26, 2024 to August 2, 2024.** Anyone planning to attend the convention should contact the Department Adjutant for further information.
- 14. Commanders Membership incentive:** The membership incentive for **September/October/November 2023. The Post** will receive \$5.00 for each new or reinstated annual member and \$10.00 for each new life member signed up in during these months.
- 15. Membership requirements for All- American: For the 2023-2024 VFW year** in order to become All-American a Post obtain at least **102%.**
- 16. This year's COAs are currently** scheduled for August 12, 2023, December 9, 2023 and February 10, 2024, and June 15, 2024. The June 15, 2024, COA is dependent on the dates of the next Department Convention.
- 17. Post Commanders are reminded that any Post in arrears** to Department or National for fees, other financial obligations or administrative requirements including Election and Trustee Audit Reports will be deprived of representation at the Department or National Conventions and Councils of Administration. These include up to date trustee reports, current election reports, proper bonding of officers, payment of delegate fees for both the Department and National Conventions and filing of 990's and current DCCA registration.
- 18. Post Commanders shall submit Trustee Reports of Audit** to the Department Quartermaster for 4<sup>th</sup> quarter ending June 30, 2023, 1<sup>st</sup> quarter ending September 30, 2023, 2<sup>nd</sup> quarter ending December 31, 2023 and 3<sup>rd</sup> quarter ending March 31, 2024. The deadline for the last Trustee Report will be April 30, 2024.
- 19. Any officer or committee member whose membership is not in good standing** by reason of failure to pay current dues by their anniversary date shall forfeit eligibility to hold any office in that administrative year.
- 20. Posted office hours for the Department of Hawaii, Headquarters office** are 1000 to 1400 Monday through Friday. Contact information (808)-433-0494. E-mail [vfwhawaii@yahoo.com](mailto:vfwhawaii@yahoo.com).
- 21. Posted office hours, for the Department of Hawaii, Service Office,** are 0900 to 1300 Monday through Friday. The Department Service Office is found at TAMC, E-wing Room 1C104, 459 Patterson Road, Honolulu Hawaii 96819. Email- [vfw.vbahon@va.gov](mailto:vfw.vbahon@va.gov). Office phone (808)-433-0494/0495. ***DO NOT LEAVE any personally identifiable information such as social security numbers as part of any message you leave.***

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22. The State Commander, Quartermaster, and Adjutant will be informed of all official neighbor island trips.
23. Follow your Chain of Command: The State Commander, National Councilmember, State Adjutant and Chief of Staff will be cc'd on all reports sent to National or sent for further distribution.

**By Order of:**



Ron Schaedel Sr.  
State Commander

OFFICIAL:



George Barlett  
State Adjutant