



VETERANS OF FOREIGN WARS.

Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

FOR

ADMINISTRATION: Facilities Management

**DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Approved June 10, 2023

**STANDARD OPERATING PROCEDURES (SOP)
 FACILITIES MANAGEMENT
 FOR
 DEPARTMENT OF HAWAII
 VETERANS OF FOREIGN WARS OF THE UNITED STATES**

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ADMINISTRATIVE

PURPOSE

The State of Hawaii Veterans of Foreign Wars, Administration Manual contains guidelines for maintaining Department facilities and property.

SECTION 1 Control and Administration

This Section of the SOP is administered by the State Adjutant and State Quartermaster.

SOP REVIEW

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. This section of the SOP will be maintained by the State Quartermaster and State Adjutant.
4. Any changes to this SOP along with justifications for the changes will be submitted to the COA for approval.

After an initial approval by the State Commander, This SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will be given to the Department Adjutant for distribution and voted on at the next COA.

SECTION 2

DEPARTMENT HEADQUARTERS

The Department of Hawaii Department Headquarters is located at:

438 Hobron Lane
Suite 407
Honolulu, Hawaii 96815

Published office hours are 10:00 to 14:00 Monday through Friday.

Parking is available in the Eaton Square Parking Structure. We validate for visits up to four (4) hours maximum.

Office Phone numbers:

Main: (808) 946-7250
Quartermaster: (808) 946-7250
Fax: (808) 946-7269

General Email: vfwhawaii@yahoo.com

Day to day management of the Department Headquarters facilities, its employees and volunteers will be the responsibility of the State Adjutant. The State Quartermaster is responsible for maintaining the financial integrity of the Department. All salaried employees will be hired and discharged in accordance with Department and National Bylaws and with the concurrence of the COA.

SECTION 3

DEPARTMENT VETERANS SERVICE OFFICE

The Department of Hawaii Department Veterans Service Office is located at:

Tripler Army Medical Center
E-Wing, Room 1C104A
459 Patterson Road
Honolulu, Hawaii 96819

Published office hours are 09:00 to 13:00 Monday through Friday.
Appointments are available at other times upon request.

Office Phone numbers:

Department Service Officer: (808) 433-0495
Service Office Administration: (808) 433-0494
Assistant Service Officer: (808) 433-0519
Fax: (808) 433-0388

General Email: VFW.VBAHON@va.gov

All personnel are reminded not to include any personal or private information on any message left on an unsecure network. This includes SSN, and medical information. Leave only Contact information.

Day to day management of the Department Veterans Service Office, its employees and volunteers will be the responsibility of the Department Service Officer. All salaried employees will be hired and discharged in accordance with Department and National Bylaws and with the concurrence of the COA. The State Commander and State Adjutant must be informed of all personnel decisions before action is taken.

SECTION 4

DEPARTMENT VEHICLES

The Department will purchase a vehicle to be used by the current State Adjutant, State Quartermaster, Service Office Outreach and other approved drivers. This vehicle should be replaced every one hundred thousand miles (100,000) or seven (7) years whichever comes sooner. This vehicle may also be replaced when it is no longer physically or mechanically sound. All licenses, insurance, taxes and fees will be paid by the VFW, Department of Hawaii. The State Adjutant or State Quartermaster will be responsible to ensure all scheduled maintenance is performed on the vehicle. The State Adjutant and State Quartermaster will be able to drive the Department vehicle for incidental travel. All maintenance costs to be paid by the Department of Hawaii, VFW. Fuel costs will be taken from the appropriate annual budget items.

All drivers will submit a driving abstract to the Department Adjutant. The Department Quartermaster will forward the abstract to Mutual Underwriters Insurance, before they are allowed to drive the vehicle.

All state and local laws will be observed when operating these vehicles. Any traffic violations or other violations will be charged to the licensed driver.

SECTION 5

DEPARTMENT HEADQUARTERS INVENTORY

The State Quartermaster is responsible to inventory all items with a replacement value of one hundred dollars (\$100.00) or more.

Item	QTY	Date Purchased	Cost Basis	Replacement Value
2008 Toyota Siena Van	1	2008	\$20,000.00	\$35,000.00
Computer Lenovo QML 8193	1	2019	\$400.00	\$400.00
TV HISENSE 43H6080E	1	2020	\$400.00	\$400.00
Printer HP 8715	1	2020	\$400.00	\$400.00
Printer HP 8620	1	2019	\$400.00	\$400.00
Chair	4	2003	\$100.00 ea	\$400.00
Chair	10	2003	\$250.00 ea	\$2500.00
Chair	1	2003	\$150.00 ea	\$150.00
Chair	1	2003	\$100.00 ea	\$150.00
Chair	1	2003	\$100.00 ea	\$150.00
Chair	1	2003	\$100.00 ea	\$150.00
Chair	1	2003	\$100.00	\$150.00
File Cabinet	1	2003	\$350.00	\$350.00
File Cabinet	1	2003	\$350.00	\$350.00
Food Warmer	2	2016	\$200.00 ea	\$400.00
Refrigerator	1	2019	\$250.00	\$250.00
Office Desk	1	2003	\$200.00	\$200.00
Storage Cabinet	1	2003	\$150.00	\$150.00
4 Drawer File Cabinet	1	2003	\$100.00	\$100.00
Legal File Cabinet and Shelving	1	2003	\$250.00	\$250.00
Department of Hawaii Charter Mounted Framed with case	1	2003	\$300.00	\$300.00
Department of Hawaii, VFW Flag with stand and pole	1	2003	\$800.00	\$800.00
US Flag with stand and pole	1	2003	\$200.00	\$200.00
State of Hawaii Flag with stand and pole	1	2003	\$200.00	\$200.00
American Samoa Flag with stand and pole	1	2020	\$200.00	\$200.00
Military Service Flags (5) (On loan from Post 10154)	1 Set	2003	\$1,000.00	\$1,000.00
POW/MIA Flag with stand and pole	1	2003	\$200.00	\$200.00
Space Force Flag with stand and pole.	1	2022	\$200.00	\$200.00
Flag Bases	2	2003	\$50.00 ea	\$100.00
Membership Feather Banner with Stand (New Logo)	1	2018	\$300.00	\$300.00
VFW Logo 8' Table Cover	1	2021	\$250.00	\$250.00
Outdoor Windbreak with Cross of Malta	1	2003	\$250.00	\$250.00
VFW Parade Banner	1	2016	\$200.00	\$200.00
Flag Rain Cover (Traveling Case)	3	2006	\$40.00 ea	\$120.00
18" VFW Wall Emblem Product Code 03406	1	2003	\$480.00	\$480.00
Wreath VFW	1	2015	\$100.00	\$100.00
Wreath AUX	1	2015	\$100.00	\$100.00
Projection Screen (On loan from Peggy Haake)	1	2015	\$100.00	\$100.00
VFW Wall Clock	1	2000	\$100.00	\$100.00
LCD Projector Model H971A s/n X8852300798	1	2022	\$500.00	\$500.00

Item	QTY	Date Purchased	Cost Basis	Replacement Value
Spirit of the VFW Pewter Plate Limited Edition #124	1	2010	\$150.00	\$150.00
Bookends of WWII Poster Framed Mounted	1	2003	\$200.00	\$200.00
Veterans Day Parade VFW Oil Painting by Lacka With Post Members from following 10276 unk, 1540 Henry Mookina, Post 94 Edward Sample, Post 4151 Edward Stewart	1	UNK	\$2,000.00	\$2,000.00
American Samoa Wooden Seal	1	2018	\$350.00	\$350.00
Umeke Calabash Bowl by Stewart Valentine Medeiros SR Once a powerful symbol of Hawaiian royalty, the umeke -- an elaborately covered calabash bowl mounted on a pedestal -- disappeared as an art form after the 1893 overthrow of the Hawaiian nation. Oahu master craftsman Stewart Medeiros revived this lost tradition.	1	1999	\$500.00	\$500.00

SECTION 4

DEPARTMENT SERVICE OFFICE INVENTORY

Item	QTY	Date Bought	Cost Basis	Replacement Value
DSO Computer DELL Latitude 5400 * 459-LTV-FLW63Z2 service tag FLW63Z2	1	2019	\$1500.00	\$1500.00
ADSO Computer DELL Latitude 5400 * 459-LTV-BRW63Z2 service tag BRW63Z2	1	2019	\$1500.00	\$1500.00
Outreach Computer DELL Latitude 5400 * 459-LTV-3LZ63Z2 service tag 3LZ63Z2	1	2019	\$1500.00	\$1500.00
Administrative Assistant HP Laptop Model 15-efl081nr s/n 5CD0242ZT1 (*)	1	2020	\$400.00	\$400.00
Fax Machine Epson s/n 413890800	1	2020	\$1000.00	\$1000.00
DSO office computer DELL Latitude 5400 459-LT-8HJZG53 (**) w/Kensington docking station	1	N/A	\$1500.00	\$1500.00
Monitor (**)	3	N/A	\$150.00 (each)	\$150.00
Monitor	4	N/A	\$150.00	\$150.00
Shredder (**)	1	N/A	\$1500.00 (each)	\$1500.00
Keyboard (**)	4	N/A	\$50.00 (each)	\$50.00
Mouse (**)	4	N/A	\$10.00 (each)	\$10.00
Fridge	1	N/A	\$100.00	\$100.00
Microwave	1	N/A	\$100.00	\$100.00
Office chair, light weight, colored orange	4	N/A	\$50.00 (each)	\$50.00
Office chair, medium weight, colored black	3	N/A	\$75.00 (each)	\$75.00
Scanner, EPSON, ES-400	2	N/A	\$350.00 (each)	\$350.00
DVD disc player	3	2023	\$50.00 (each)	\$50.00
Safe, locking, black	1	o/a 2019	\$200.00	\$200.00
Safe, locking red	1	2023	\$200.00	\$200.00
VFW Clock, wall hanging	1	N/A	\$150.00	\$150.00
Document holder, wall hanging	2	2023	\$50.00 (each)	\$50.00
Desk Draws, Wood, Rolling	5	o/a 2019	\$50.00 (each)	\$50.00
Shelves, Rolling	2	o/a 2019	\$50.00 (each)	\$50.00
Desk, Small	1	o/a 2019	\$100.00	\$100.00
Desk, Large	3	o/a 2019	\$150.00	\$150.00
Phone, black (**)	3	o/a	\$50.00	\$50.00

Desk, shelf, hutch	1	o/a 2019	\$200.00	\$200.00
Rolling draws and shelves, 4'	1	o/a 2019	\$50.00	\$50.00

* = Supplied by National Veterans Service Office (included Dell Dock and Base)
 (*) = HP Laptop Model 15-efl081nr s/n 5CD0242ZT1 = Non compatible with VA software. Shall be returned to VFW Dept of Hawaii.
 (**) = on loan from VA

SECTION 7 LINKS

Links:

VFW National Links:

[VFW National](#)

[Visit our VFW Youth Scholarships](#)

VFW Department of Hawaii Links:

[VFW Department of Hawaii Website](#)

[Department of Hawaii on Facebook](#)

APPENDIX

A. Property Disposal and Survey Form

Property Disposal Authorization and Survey Form

Location: **Department Headquarters**

Date:

Description	Does it Work	If Item contains a Hard Drive is it wiped /removed	Damaged	Missing	QTY

Circumstances causing Reported status of Property:

I certify that the foregoing is accurate and complete To the best of my knowledge

Printed Name

Signature

Date

Department Commander:

Signature

Date

Department Quartermaster:



Property Disposal Authorization and Survey Form					
Location: Department Headquarters			Date:		
Description	Does it Work	If Item contains a Hard Drive is it wiped /removed	Damaged	Missing	QTY
Circumstances causing Reported status of Property:					
I certify that the foregoing is accurate and to the Best of my knowledge complete					
		Printed Name	Signature	Date	
Department Commander:					
			Signature	Date	
Department Quartermaster:					
			Signature	Date	

RECORD OF CHANGES

Change 1 Dated October 1, 2021

Title Page approval date

Page 2 Updated index to reflect pages changes made

Page 4 Remove “*if you are going to visit the office for more than 3 hours please ask for the \$20.00 day parking. You will be reimbursed at the Department*” Replace with “*for visits of up to 4 hours maximum.*”

Page 7 Add under State of Hawaii flag. “American Samoa Flag, Stand, and Pole 1 2021 \$200.00 \$200.00

Page 7 Remove (Missing since February 2020) update qty to from 0 to 1

Page 8 Add “Spirit of the VFW Pewter Plate Ltd Edition #124 1 2010 \$200.00 \$200.00

Change 2 Dated October 25, 2022

Title Page approval date

Page 2 Updated index to reflect pages changes made

Page 5 Change General email to

Change Office hours to 0900-1300

Page 7/8 Added Space Force Flag and LCD Projector to Inventory

Page 10 Removed Section 7 Links are not needed in each SOP.

Change 3 Dated June 10, 2023

Title Page approval date

Page 2 Updated index to reflect pages changes made

Page 5 Change General Email to VFW.VBAHON@va.gov

Remove the word “facilities” after Office on bottom paragraph.

Page 9/10 Updated Inventory to reflect current status of office.