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Department of Hawaii

**STANDARD OPERATING PROCEDURE
(SOP)
FOR
LEGISLATIVE AFFAIRS
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

January 8, 2021

PURPOSE

The State of Hawaii Veterans of Foreign Wars, Legislative Committee is charged with the coordination the following programs: National Legislation and State Legislation.

SECTION 1 CONTROL AND ADMINISTRATION

The Committee chair is appointed by the State Commander.
The Committee should be composed of a minimum of 3 people.
The Chair will recommend committee members to the Department Commander who will officially appoint them to the committee or appropriate subcommittee.
The Chair will form the following subcommittees.

1. National Legislative
2. State Legislative
3. Get Out the Vote

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. The SOP with changes will be submitted to the State Adjutant no later than 45 days before the start of the Department Convention.
4. The Chair's required End of Year report will include all changes with justification for the change to the SOP.

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 given to the Department Adjutant for distribution to voted on at the next COA.

SECTION 2 NATIONAL LEGISLATIVE

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74 The National Legislation Committee Member is approved by the National Commander in Chief.
75 The Department Commander recommends the appointment. This appointment is for a
76 minimum of 3 years. Any change in the appointment needs unanimous concurrence with the
77 State Senior and Junior Vice Commanders in a written letter sent to National Headquarters.
78 The Committee member coordinates with the VFW National Legislative Service Office in
79 Washington D.C. which is tasked with Advocating Quality of Life issues for Military, Veterans and
80 their families, Disability Assistance & Memorial Affairs (DAMA) through legislation and Grassroots
81 Advocacy.

82

83 The Legislative Committee member is tasked with the following: Coordinating Departmental
84 visits with our Congressional delegation, keeping abreast of National Legislation, monitoring
85 Action Alerts, promoting VFW Action Corps, conducting “Get out the Vote Campaigns”,
86 Coordinating town halls, distributing information about the VFW legislative goals (Priority
87 Goals) and obtaining Student fellows for the VFW/SVA Fellowship program. The Committee
88 member is responsible to submit a monthly report to NLS detailing Legislative Committee
89 activities.

90

91 The NLS staff is composed of:

92

- Director **Patrick Murray**

93

- Deputy Director **Matt Doyle**

94

- Office Manager **Ann Markel**

95

- Associate Director **Kyle Kalman**

96

- Associate Director, Health **Tammy Bartlett**

97

- Associate Director, DAMA **Vacant**

98

- Assistant, Grassroots Advocacy **Gabriella Kubinyi**

99 The Committee member is expected to attend the Fall Legislative Committee in September and
100 the Spring Legislative Conference in late February and early March. They are responsible to
101 setup appointments with the members of the Congressional Delegation.

102 VISIT LOGISTICS

103 The National Congressional appointment process will need to start at least 45 days in advance.

104

1. Make appointment using the website. You will need an alternative address to use if
105 you do not live in the Congressional District.

- 106 2. Information needed for all attendees (This information is needed to make the
107 appointments)
108 Name, Title, Position held in Organization, Address, Phone number (for contact in
109 DC), Lodging address in DC
110 3. Conduct follow-up communications to verify meeting time and place.
111 4. Verify the date, time, and location of all appointments before traveling
112 5. Conference attendees are required to attend a legislative briefing on the first day of
113 the Conference.
114 6. From Crystal City to Capital Area is about 30 minutes by taxi or Ride Sharing and
115 costs about \$25.
116 7. If your next meeting is across the Capitol, when you arrive for the meeting let a Staff
117 member know and they may be able to get you escorted across. This prevents you
118 from having to be screened again.
119 8. D.C. Trip Organization: Remember that it takes at least 45 minutes to travel from the
120 Senate side to the House side buildings.
121 9. Remember that everyone must go through security. Keep metal and loose items to a
122 minimum. Also, if we are able to cross under the Capital Building Remember no food
123 or drink is allowed in the Capital Building.
124 10. Plan to be at the office at least 30 minutes in advance of the meeting.
125 11. Attend scheduled Meetings.
126 12. Meeting Protocol:
127 a. Legislative Committee Member introduces the Delegation
128 b. Discuss the NLS talking points. Leave copies of the Talking Points and priority
129 goals. (get extra copies at the VFW National DC Office)
130 c. Ask Commander for comments
131 d. Open comments up to rest of delegation.
132 e. Cover Local Issues
133 f. Cover Personal Issues
134 g. Thank everyone for their time.
135 13. Attend Commander in Chief Testimony. Sit together in a group as we will be
136 recognized by Senator Hirono.
137 14. Remember to be flexible for timing and meeting requests.
138 15. After meeting follow-up: Send a thank-you note or e-mail detailing your meeting
139 and thanking them for their time and support. Be sure to follow up on any questions
140 or requests made by the office. Follow up on any requests you made of the office.
141

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143

144 Senate Contact Information:

- 145 1. Senator Hirono

- 146 a. Website: <https://www.hirono.senate.gov/>
147 b. Scheduler: Blaine Nolan scheduling@hirono.senate.gov
148 c. Legislative Aide: Kerry Allen
149 d. Legislative Aide: Meghan O'Connor
150 e. Washington D.C. Office

151 713 Hart Senate Office Bldg
152 Washington, DC 20510
153 Phone: (202) 224-6361
154 Fax: (202) 224-2126
155

- 156 f. Hawaii Office

157 300 Ala Moana Blvd. Rm. 3-106
158 Honolulu, HI 96850
159 Phone: (808) 522-8970
160 Toll Free: 844-478-3478
161 Fax: (808) 545-4683
162

163 2. Senator Schatz

- 164 a. Website: <https://www.schatz.senate.gov/>

165 Scheduler: Diane Miyasato diane_miyasato@schatz.senate.gov

- 166 i. (C)(202) 228-1057

- 167 b. Legislative Aide: Will Rogers will_rogers@schatz.senate.gov

- 168 c. Washington D.C. Office

169 722 Hart Senate Office Building
170 Washington, DC 20510
171 PHONE: (202) 224-3934
172 FAX: (202) 228-1153

173

174

- 175 d. Hawaii Office

176 300 Ala Moana Blvd., Rm 7-212
177 Honolulu, HI 96850
178 PHONE: (808) 523-2061
179 FAX: (808) 523-2065

180 House of Representatives Contacts:

181 1. Congressional District 1: Representative Case

182 a. Website: <https://case.house.gov/>

183 b. Scheduler: Shanise Kaaikala shanise.kaaikala@mail.house.gov

184 c. Legislative Aide:

185 d. Washington D.C. Office

186 2443 Rayburn House Office Building

187 Washington, DC 20515

188 Phone: (202) 225-2726

189 e. Hawaii Office

190 1132 Bishop Street, Suite 1910

191 Honolulu, HI 96813

192 (808) 650-6688

193 2. Congressional District 2: Representative Kahele

194 a. Website: <https://kahele.house.gov/>

195 b. Scheduler:

196 c. Legislative Aide:

197 d. DC. Office

198 1205 Longworth House Office Building

199 Washington, D.C. 20515

200 Phone: (202) 225-4906

201 Fax: (202) 225-4987

202

203

204 e. Hawaii Office

205 99 Aupuni St
206 Suites 113,114,118
207 Hilo, Hawaii 96720
208

209 3. American Samoa: Representative Amata

210 a. Website: <https://radewagen.house.gov/>

211 b. Scheduler: Nancy Dehlinger Nancy.Dehlinger@mail.house.gov

212 c. Legislative Aide: Jared Christel jared.christel@mail.house.gov

213 d. DC. Office:

214 1339 Longworth House Office Building
215 Washington, DC 20515
216 Phone: (202) 225-8577
217 Fax: (202) 225-8757
218

219 e. American Samoa Office:

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SECTION 3 STATE AND LOCAL LEGISLATIVE

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224 State of Hawaii Legislative

225 Be aware of all bills and pending legislation that concerns veterans in the State Legislature.
226 Keep Department aware of the status of bills. Attend hearings and submit testimony as
227 requested to support or oppose legislation as directed by the Department Commander or
228 Council of Administration. Report to the COA on the status of current legislation.

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SECTION 4 VETERANS VOTE

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231 VETERANS VOTE:

232 Get Involved in the Election Process It's your right and your responsibility. VFW members truly know
233 what words like citizenship and patriotism mean and the obligations that come with them. We must
234 continue to play a role as patriotic citizens and get involved in the elections. We Must Elect Pro-Veteran
235 Candidates. Veterans and military quality of life issues must be a priority of Congress and the

236 Administration. The only way to ensure this is to vote for those candidates who believe in our issues.
237 With continued talks about cuts in spending programs that affect veterans, the military, and their
238 families, it is doubly important that we support candidates who understand and support VFW Priority
239 Goals. Register to Vote As a citizen and VFW advocate, you should be registered to vote! Contact your
240 local board of elections or visit the U.S. Elections Assistance Commission at eac.gov for more
241 information or voter assistance. Uniformed Services members and their families can find more
242 information about absentee voter registration from the Federal Voting Assistance Program at fvap.gov.
243 Find Ways to Get Involved Although VFW members cannot endorse candidates on behalf of the VFW,
244 there is nothing preventing you from working on behalf of your favorite candidate. Campaigns are
245 always looking for volunteers, and offering a helping hand can be a great way to help candidates in their
246 election bids. See if the candidate has a veteran's council or advisory panel and provide input. Subscribe
247 to the Action Corps Weekly to stay informed on issues facing our veterans, service members, and their
248 families that your federal legislators should be tracking and addressing. To sign up, visit
249 vfw.org/ActionCorps. Arm yourself with the VFW's latest talking points and the VFW Priority Goals
250 brochure, available to download at vfw.org/LegislativePriorities.

251 VFW Involvement in Elections and Political Activities VFW members can make a difference in any
252 election by getting involved in the political process. Hold voter registration drives, town hall meetings,
253 and other events featuring candidates for public office. Veterans are a strong voting block and a
254 constituency that most candidates want on their side. As we approach the next election cycle, here are a
255 few items to keep mind as you get involved and attend or host candidate functions and town hall
256 meetings:

257 DO's

- 258 • Do attend candidate town hall meetings and other events and ask candidates where they stand on our
259 issues.
- 260 • Do set up voter registration drives /Get Out the Vote Campaigns on the local level.
- 261 • Do provide carpool service on Election Day to help the elderly and disabled get to the voting booth.
- 262 • Do support and work for your favorite candidates as an individual voting constituent.
- 263 • Do wear your VFW cap at public events such as town halls, rallies, forums, or debates.

264 DON'Ts

- 265 • Don't endorse candidates on behalf of the VFW National Organization, Department or Post.
- 266 • Don't wear your VFW cap when actively campaigning for a candidate, such as soliciting donations or
267 knocking on doors asking people to pledge their vote for a candidate. The key is to stay informed on
268 veterans' issues and use your influence to urge new candidates and those up for reelection to support
269 veterans. It does not matter which candidates you support as long as they know you are a VFW member
270 and are concerned about your fellow veterans, service members, and their families.

271 For more information on how to get involved, read the VFW's Veterans Vote brochure. Stay informed by
272 reviewing the VFW's Legislative Priority Goals. If you have questions, please contact the VFW at
273 vwac@vfw.org.

274 Remember:

275 VFW members cannot endorse or actively campaign against candidates on the behalf of the VFW,
276 Department of Hawaii or your Post. Don't wear your VFW cap when actively campaigning for or
277 against a candidate; such as soliciting donations or knocking on doors when asking people to
278 pledge their vote for a candidate. This includes using mailing lists obtained while in the VFW to
279 either campaign for or against candidates.
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281 SECTION 5 282 LINKS AND FORMS

283 **VFW Department of Hawaii Links:**

284 [Department of Hawaii on Facebook](#)

285 [VFW Department of Hawaii Website](#)

286 **VFW National Links:**

287 [VFW Legislative Advocacy](#)

288 [Where The VFW Stands On the Issues](#)

289 [Visit our VFW Youth Scholarships](#)

290 **Bill Tracking Websites:**

291 [Congress.Gov Bill tracker](#)

292 [GOVTRACK Bill tracker](#)

293 [Senate Committee on Veterans' Affairs](#)

294 [House Committee of Veterans' Affairs](#)

295 [Track Hawaii Legislative](#)

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