



Department of Hawaii General Orders # 002  
August 23, 2021

Series 2021-2022

1. **Commanders Moment**

**Aloha Comrades!** As predicted, our challenges continue. COVID-19 and its variants have greatly surpassed previous daily records and keep disrupting any path to normalcy, along with severe weather events. Deaths from COVID continue globally, especially among the unvaccinated, tying up critical medical resources and putting health workers and our healthcare system at risk again. You must all take actions to mitigate these risks. Lives depend on it. In carrying out your duties be familiar with key VFW references and plans. Keep them handy to assist you and to focus your efforts. They include:

- VFW Podium Edition: Congressional Charter, By-Laws, Manual of Procedure Ritual book (expect the new one with many changes NLT Oct)
- Dept of HI and your Post By-Laws & SOPs (adjust as needed to National changes)
- 2021-2022 National and State Membership Plans
- General Orders (GOs) (National & Hawaii Department)
- VFW Post Inspection Form
- All supplemental local, State, and National Guidance.

Take advantage of National, State, and local training opportunities to help you carry out your time-honored VFW responsibilities to the best of your ability. The closer we work together, respect others, effectively communicate, and give our best - we'll remain -

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*United in Aloha*

2. **Communications/Correspondence.** In these challenging times and our busy lives, effective communications are essential. Our Department HQ communicates well with each other and will do what we can to make it easier for you to do your jobs. In turn, we ask you to acknowledge our emails and unless otherwise agreed upon, please include the following personnel in your correspondence:

- a. **Your HQ Team.** State Commander, State Adjutant, Chief of Staff, Quartermaster, Senior Vice Commander, Junior Vice Commander.
- b. **National Reports.** State Commander, State Adjutant and Chief of Staff will be cc'd on all reports sent to National or sent for further distribution.

3. **APPOINTMENTS.** National By-Laws stipulate that elected and appointed officers shall not assume the duties of their office until proof of eligibility has been submitted to and reviewed by the office of State Adjutant. (Refer to General Order # 001)



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- a. The following **National Committee appointment is declared null and void.**

**National Programs**                      **Kimberly Blaum**                      **Post 3855**

- b. The following **National Committee appointment** is hereby made:

**National Programs**                      **Randy Grant**                      **Post 3292**

- c. The following one-year **administrative position appointment is declared null and void:**

Service Office Administrative Assistant                      Chloe Wilkins

- d. The following **one-year administrative position appointment is hereby made:**

Service Office Administrative Assistant/ASDO                      Jesse Worthen Post 2875

- e. The following **appointment is hereby made:**

Sergeant of Arms    Sherman Willis    Post 1540

4. **Department Council of Administration.** The 14 Aug 2021 COA vote adjusted this year's schedule: **December 4**, 2021 and **February 12**, 2022, and **June 11**, 2022. At least one member of the leadership team of **every post** (Commander, SVC, JVC) is expected to attend COAs in person or virtually. Thanks to all Posts who participated last month. With quorum, we made several key decisions for the upcoming year. Check out our Department website [www.vfw-dept-hi.org](http://www.vfw-dept-hi.org) and these GOs for more details.
5. **Posts are Responsible to Stay in Compliance with all Directives.** VFW Leaders are reminded of their responsibilities to Department and National for timely payment of fees, other financial obligations, and all administrative requirements. Actions include
- up-to-date Election and Trustee Audit Reports
  - proper bonding of officers
  - payment of delegate fees for both the Department and National Conventions
  - proper filing of 990's and current DCCA registration.
  - hold monthly meetings (Go to [www.vfw-dept-hi.org/post/](http://www.vfw-dept-hi.org/post/) for Post meeting info)

Failure to comply may result in being deprived representation at the Department or National Conventions and Council of Administration or more. Monthly post meetings can



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be held in person, virtually (using Zoom or similar, by telephone call in or a hybrid) to achieve a quorum of 5 members to conduct business. Department officers are standing by to assist as needed. National By-Laws state, "***Failure to comply (hold monthly meetings) can result in the immediate revocation of the Post Charter.***

- a. **Submit Bonds ASAP.** 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. Forms are available on our website (Officer, QM, & Club Manager). Fill out forms by listing positions not names. Bonding period runs from September 1, 2021 to August 31, 2022.
- b. **Post Commanders shall submit Trustee Reports of Audit** to arrive within 30 days to the Department Quartermaster for 4<sup>th</sup> quarter ending June 30, 2021, 1<sup>st</sup> quarter ending September 30, 2021, 2<sup>nd</sup> quarter ending December 31, 2021, and 3<sup>rd</sup> quarter ending March 31, 2022. The deadline for the last Trustee Report will be April 30, 2022. **Request your reports include a copy of checking and savings account savings.**
- c. **Post Solicitation of Funds** In accordance with National Bylaws Section 214. Any fund-raising activity or project shall happen only after a prior vote of the Post agreeing to the project or activity. Post are to ensure that all governmental laws or regulations are followed. There must be a written agreement for the project between the Post and the organization providing the services. The agreement must be submitted for review and approval by the Department Commander at least 30 days before the Post enters into the agreement. A surety bond or cash advance in the full amount of the expected collections from the project must be obtained. If the bond or cash advance cannot be provided, then all collections are to be paid to a bonded officer of the Post who will hold the funds for proper distribution.
- d. **Submit Community Service reports monthly** to the Community Service Chairman Ronald Lockwood. Email [lockwood0849@gmail.com](mailto:lockwood0849@gmail.com) or Cell (808)227-3773.
- e. **Social Media.** VFW plans and instructions encourage our presence on social media to connect and inform our Veterans, families, and community of ongoing VFW and Veteran activities. Commanders are to set up Facebook pages with at least 2 admin and include the Department Adjutant. Our Department Website (<https://www.vfw-dept-hi.org/post>) lists all posts with meeting times and places.



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Ensure your details are up to date.

- 6. **VFW National Key Measures of Success.** VFW National has created an electronic All-American Dashboard to track key Programs and National/Department/Post measures of success. Every member is expected to have a [www.VFW.org](http://www.VFW.org) account and be familiar with its many resources. Key measures are VMS; Teacher’s Award (1 entry any grade), VOD & Patriot’s Pen (All Due to Dept by 4 Dec 22), Membership (100% 2021 + 1 member), Membership (100% + 1), Service Officer (12 Reports - NA Post), NLS (Legislative Reports – 12 Reports, NA Post), NVS (National Veteran Service – 12 Reports NA Post), Social Media (FB Account & Like Key VFW pages), Partnering Events (2 different/year), Action Corps Program (5 Signups), Buddy Poppy (10 per member in increments of 500 ordered through our Department). I added the Military Women’s Memorial (\$50 donation or 5 signups).
- 7. **Upcoming Opportunities.** Throughout the year events occur. Participate where possible.
  - a. **Uniting to Combat Hunger.** VFW and Auxiliary members can help ensure no veteran goes hungry. In addition, your Post may also qualify to receive funding through the UTCH Matching Grant! Check out VFW announcements.
  - b. **9/11 Remembrance Relay 5-11 Sept 2021.** As we quickly approach the 20<sup>th</sup> anniversary of 9/11, request Posts energize Hawaii support for the [9/11 Remembrance Relay](#) with shadow teams. Help us honor **2 military women FROM HAWAII** killed in combat zones since 9/11 (2/174 killed in combat). Contact your networks and local and state veteran offices to share this no-cost event, and gain publicity? It does not cost anything to participate. Teams can be any size and all agree to collectively walk/bike/run/row/swim (whatever exercise they want) 174 miles over the 7 days (Sept 5-11). A team of 12 would only average about 2 miles per day. This event is not a fundraiser. Feel free to donate or purchase clothing through the Military Women’s Memorial website.
  - c. **Latest Department Calendar:**

|                       |  |
|-----------------------|--|
| September 11, 2021    | Patriot’s Day  |
| September 17, 2021    | POW/MIA Recognition Day                              |
| September 25-27, 2021 | Virtual Fall Legislative Conference                  |
| October 7-10, 2021    | Junior Vice Commander Conference                     |
| October 9, 2021       | Start of Operation Enduring Freedom-Afghanistan 2001 |
| October 18, 2021      | Recognition of Women in Military Service             |
| November 4-7, 2021    | Western Conference Sparks, Nevada                    |
| November 11, 2021     | Veterans Day Ceremonies                              |



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December 4, 2021

Department Council of Administration  
0915 at Oahu Veterans Center

December 4, 2021

Deadline for VOD/PP/Teachers entries to be  
submitted to Department for judging

December 6-10, 2021

Honor Flight to Oahu from NV

December 7, 2021

Pearl Harbor Remembrance Day,  
Parade at Waikiki

February 11, 2022:

Homecoming

February 12, 2022

Commander Lewis & President Anzai

Department Council of Administration

0915 at Oahu Veterans Center

1100-1300 Dept VOD/PP Awds Luncheon

Feb 27- March 3, 2022

National Legislative Conference

Washington D.C.

March 29, 2021

National Vietnam Veterans Day

Parade at Waikiki

May 1, 2022

Loyalty Day

May 30, 2022

Memorial Day

June 9-11, 2022

Department of Hawaii Annual Convention

Outrigger Reef Waikiki Beach Resort

July 16-21, 2022

VFW National Convention

Kansas City, Missouri

By Order of:

Debra Lewis  
State Commander

OFFICIAL:

George Barlett  
State Adjutant