



## Department of Hawaii General Orders # 004

Series 2021-2022

November 1, 2021

### Commanders Moment

#### Aloha Comrades:

As we head into this holiday season, I ask you to step up our efforts to ensure we continue to have a strong voice, as we meet the needs of our Veterans both locally and keeping their needs a national priority. On a daily basis, let's continue to discover new ways we can make a difference in the lives of our Island Veterans. My earlier priorities are unchanged. I ask you review all previous General Orders. How we implement these priorities going forward is by improving our communications at every level. For example, check in with your post members who have expired/expiring memberships. Take steps to make it simple to remind them to renew or become a lifetime member, and for you to learn what support they may need or talents they have to improve your post. For comrades without email addresses, you're limited to snail mail or a house visit. I'd recommend reaching out to connect at least once a year for those on island, more if you can. Once you connect, you verify their addresses for future communications, and provide an opportunity to offer updated information to support benefits they've earned or upcoming events of interest.

For all commanders, I ask that you acknowledge receipt of Department emails from our Chief of Staff, Adjutant, Quartermaster and me, whenever we specify one is requested in the email. You help us facilitate Department business and save us tremendous time and frustration. Feel free to thank each other for all the amazing work being done on our behalf and for all Hawai'i Veterans. If you have specific concerns or issues, please give others the benefit of the doubt. Ask your questions accordingly. If you discover issues continue to be unresolved, please bring those to me with your ideas on how to make the process better and/or easier. Chances are, the person you are having an issue with is carrying out my directions. We can always improve! I know your jobs are hard enough.

**Mahalo nui for all you do for Veterans every day. Here's wishing many Blessings to you and your families today and every day.**

*United in Aloha*

### Administrative:

1. **Communications/Correspondence.** In these challenging times and our busy lives, effective communications are essential. Our Department HQ communicates well with each other and



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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, Judge Advocate, and Chaplain.
  - 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.
2. **Department Council of Administration..** At least one member of the leadership team of **every post** (Commander, SVC, JVC) is expected to attend COAs in person or virtually. Check out our Department website [www.vfw-dept-hi.org](http://www.vfw-dept-hi.org) and our General Orders for more details.
- a. **Schedule:** The 14 Aug 2021 COA vote adjusted this year's schedule: **December 4, 2021 and February 12, 2022, and June 11, 2022**
  - b. **Agenda Items.** Any agenda items for the upcoming COA should be **submitted** to the Department Adjutant by **November 22, 2021** for consideration at the December 4, 2021 meeting. Items should be discussed at Post meeting before they are presented to the Department.
  - c. **Committee Reports.** All Committee Officers and Chairpersons are reminded to submit their reports the Department Adjutant for inclusion in the minutes of the COA.
3. **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. They 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.

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 be held in person, virtually (using Zoom or similar, by telephone call in) or as hybrid to achieve a quorum stated in your Post Bylaws; for most Posts it is five (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.**"



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- a. **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. **We request your reports include a copy of checking and savings account statements or other documentation detailing receipts and expenditures (such as the QM's Receipts and Expenditures form).**
  - b. **Post Solicitation of Funds.** The Department should be informed of any fundraising your Post is doing.
  - c. **Buddy Poppies.** Distribution of Buddy Poppies Veterans day and the Pearl Harbor Remembrance Day are great opportunities to distribute poppies. Order your Poppies through the Department Quartermaster.
  - d. **Post Meetings.** IAW National Bylaws Section 205, The Department Commander must be notified of any change in meeting location, or meeting date or time.
  - e. **Post Inspections.** Post inspections are being conducted. A member of the Inspection Team will contact you with further information.
4. Post Commanders are requested to submit the names, email addresses and phone number of their Post Chaplains and other people interested in helping him in conducting Memorial Ceremonies to the Department Chaplain Stan Fernandez at [stanfernan@yahoo.com](mailto:stanfernan@yahoo.com).

## Membership:

1. **Latest Membership Statistics.** As of October 31, 2021, the Department of Hawaii is at 89.77 %, 441 members short of reaching 100%.
2. **November's Commanders Incentive.** For every new and reinstated member a Post recruits the post will receive five dollars (\$5.00).
3. **Additional Incentives.** Any Post that increases their new and reinstated membership by 25 members by December 31, 2021 will receive one hundred fifty dollars (\$150.00).
4. **Requirements.** Posts are encouraged to review All-American and All State requirements to track milestones in their achievement of these goals.



## Programs:

1. **Voice of Democracy:** This year's theme is "America: Where do we go from here?"  
Program deadline for **submission** to Department is **December 4, 2021**. At least one entry is needed for All-State and All-American program qualification. Post with several entries may submit them to the Department Chair George Barlett for distribution to other Posts
2. **Patriots Pen:** This year's theme is "How can I be a good American?"  
Program deadline for **submission** to Department is **December 4, 2021**. At least one entry is needed for [All-State Program](#) and [All-American Program](#) qualification. Post with several entries may submit them to the Department Chair Randy Grant for distribution to other Posts
3. **Citizenship Teacher of the Year**  
Program deadline for **submission** to Department is **December 4, 2021**. At least one entry is needed for All-State and All-American program qualification. Post with several entries may submit them to the Department Chair Frank Bragg for distribution to other Posts
4. **Buddy Poppy**  
Buddy Poppies **must** be **ordered** through the Department for **\$115.00 per thousand** poppies ordered. Order form is on the Department Website.
5. **Community Service:**
  - a. **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. All-American requirement to have an increase a ten (10) percent increase in total impact in community service. (\$ Donated + Hours = Total Impact)
  - b. **Community Service Grants Applications** are available on the National website starting October 1, 2021. All Posts are encouraged to apply for this grant as soon as possible. This is a great way to fund programs you are involved in for your community.
  - c. **Deadline for reporting** of Community Service Total Impact (Hours and \$ Donated) for the first administrative reporting period is **April 15, 2022**.

## Upcoming Events & Other Opportunities:

Throughout the year many events occur. Participate where possible. Any Post wishing to publish an event should send information to the Department Commander or Department Adjutant for review and inclusion in this section.



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**Ongoing:**

**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.

**Veterans Day November 11, 2021**

- a. **0700: WWII Memorial: Department of Hawaii American Legion Hosts**
- b. **0730: Korean and Viet Nam Memorials: Department of Hawaii Veterans of Foreign Wars Hosts**
- c. **1100 WWI (Natatorium)**
- d. **1100 Parche Memorial SSVI Hosts**

**Pearl Harbor Remembrance Ceremonies December 7, 2021:**

- a. **0750 : Pearl Harbor:**
- b. **0750: Klipper Memorial Ceremony KMBH**
- c. **1130: Re-internment of USS Oklahoma Sailors Punchbowl**
- d. **Parade: 1730: Waikiki**

**Mid-Winter Conference:**

- a. **February 11, 2022: Commanders Homecoming Elks Waikiki**
- b. **February 12, 2022: 0900 Council of Administration Oahu Veterans Center**
- c. **VOD/PP Award Luncheon: 1100-1300 Oahu Veterans Center**

**Latest Department Calendar:**

**November 4-7, 2021  
November 8, 2021  
November 11, 2021**

**Western Conference Sparks, Nevada  
Membership Monday Training  
Veterans Day Ceremonies  
0700 WWII American Legion Lead  
0730 Korean/Viet Nam VFW Lead  
0900 Punchbowl (Now Virtual)  
1100 WWI Memorial (Natatorium)  
1100 Parche Memorial (Subbase JBPHH) USSVI  
Department Council of Administration  
0915 at Oahu Veterans Center**

**December 4, 2021**



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<b>December 4, 2021</b>	<b>Deadline for VOD/PP/Teachers entries to be Submitted to Department for judging</b>
<b>December 6-10, 2021</b>	<b>Honor Flight to Oahu from NV</b>
<b>December 6, 2021</b>	<b>Membership Monday Training</b>
<b>December 7, 2021</b>	<b>Pearl Harbor Remembrance Day, Parade at Waikiki</b>
<b>January 10, 2022</b>	<b>Membership Monday Training</b>
<b>February 7, 2022</b>	<b>Membership Monday Training</b>
<b>February 11, 2022:</b>	<b>Homecoming Commander Lewis &amp; President Anzai</b>
<b>February 12, 2022</b>	<b>Department Council of Administration 0915 at Oahu Veterans Center 1100-1300 Dept VOD/PP Awards Luncheon</b>
<b>Feb 27- March 3, 2022</b>	<b>National Legislative Conference Washington D.C.</b>
<b>March 7, 2022</b>	<b>Membership Monday Training</b>
<b>March 29, 2022</b>	<b>National Vietnam Veterans Day Ceremony at Punchbowl Parade at Waikiki</b>
<b>April 11, 2022</b>	<b>Membership Monday Training</b>
<b>April 15, 2022</b>	<b>Community Service Total impact report due to Department</b>
<b>May 1, 2022</b>	<b>Loyalty Day</b>
<b>May 9, 2022</b>	<b>Membership Monday Training</b>
<b>May 30, 2022</b>	<b>Memorial Day 0700 WWII American Legion Lead 0730 Korean/Viet Nam VFW Lead 0900 Punchbowl 1100 Parche Memorial (Subbase JBPHH) USSVI</b>
<b>June 6, 2022</b>	<b>Membership Monday Training</b>
<b>June 9-11, 2022</b>	<b>Department of Hawaii Annual Convention Outrigger Reef Waikiki Beach Resort</b>
<b>July 16-21, 2022</b>	<b>VFW National Convention Kansas City, Missouri</b>

**By Order of:**



VETERANS OF FOREIGN WARS.

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A handwritten signature in black ink, reading "Debra M. Lewis".

Debra Lewis  
State Commander

OFFICIAL:

A handwritten signature in black ink, reading "George Barlett".

George Barlett  
State Adjutant