



Post Inspection Standard Operating Procedure

09 December 2020

Rev. 1

DEPARTMENT OF HAWAII VETERANS OF FOREIGN WARS OF THE UNITED STATES

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF HAWAII

VETERANS OF FOREIGN WARS OF THE UNITED STATES

SECTION I PURPOSE

Section 1.1 The State of Hawaii Veterans of Foreign Wars (VFW), Post Inspection guide is a guide to assist the State Inspector, State deputy inspections, Post Commanders, Post Quartermasters, Post Adjutants, and any other personnel assigned to support a Post inspection.

Section 1.2 The guide is intended to create an easy to follow, duplicatable process that is transparent and provides for a successful inspection year.

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Section 1.3 The guide is a supplement to National and State Bylaws.

SECTION II APPOINTMENT AND AUTHORITY

Section 2.1. The State Inspector and Deputy Inspectors are appointed by the State Commander. The State Inspector has the authority to appoint additional deputy inspectors should the need arise.

Section 2.2. The State Inspector is responsible for the State inspection program in accordance with (IAW) the VFW National Bylaws, the current VFW Inspectors Guide, VFW Post Inspection form and this SOP.

Section 2.3 State Deputy Inspectors operate similarly to the State Inspector but will report to the State Inspector who has the responsibility and oversight of the State Inspection Program.

Section 2.4 State Inspectors are expected to perform their duties to the best of their ability and to be familiar with the requirements of the Department of Hawaii's Inspection Program. It is critical to the success of the program that inspectors learn as much as you can about this position.

SECTION III Duties and Responsibilities

Section 3.1 The State Inspector(s) shall ensure that each Post is inspected IAW National and State guidelines and Department bylaws under the authority of the State Commander. This includes:

Section 3.1.1 All books and records inspected by and IAW the National Inspection Form.

Section 3.1.2 The State Inspector shall receive and review all inspections conducted by Deputy Inspectors.

Section 3.1.3 Perform other such duties that may be incident to this appointment.

Section 3.1.4 Create a State Inspection Schedule to be published in the State General Orders.

Section 3.1.5 Provide an Inspection Packet containing the requisite instructions and forms so that the Post may review and prepare in-advance.

Section 3.1.6 Upon review of the final inspection report, the inspector shall provide a copy to the State Adjutant for their records.

Section 3.1.7 The Inspector must provide a letter to the Post Commander identifying any deficiencies and ask that they be corrected as soon as possible. This letter should be attached to the Inspection form submitted to the State Adjutant. State Inspectors should follow-up within 30 days to ensure that the Post has had an appropriate amount of time to correct any deficiencies.

Section 3.1.8 State Inspectors shall coordinate with Post Commanders and to ensure the minimum requirements of the inspection are completed and that the required forms and associated documents are forwarded to the Department or State Inspector as required.

Section 3.1.9 The State Inspector will be required to prepare a short but detailed status report to be presented at each Council of Administration (C of A) meetings and at our State Convention.

Section 3.2. State Inspector(s) are required to have an understanding of the following:

Section 3.2.1. National Inspectors Guide.

Section 3.2.2. National Inspection Form.

Section 3.2.3. State Inspection Guidelines.

Section 3.2.4. General understanding of the Post Trustees Report.

Section 3.2.5. General understanding of the Post Quartermaster duties and responsibilities.

Section 3.2.6. General understanding of Post Adjutant duties and responsibilities.

Section 3.2.7 General understanding of Internal Revenue Service 990 form and annual requirements. The 990 must be forwarded to the State Inspector along with a completed Inspection form.

Section 3.2.8 General understanding of RONR latest Edition

Section 3.2.9 National, State, and Post Bylaws

SECTION IV INSPECTION PROCESS

Section 4.1 A normal Post inspection should take approximately one (1) hour to complete.

Section 4.2 Inspectors will follow the Inspection Form as a guide to the inspection process.

Section 4.3 Inspectors will provide feedback and answer questions during the inspection to better help in understanding the process

Section 4.4 The State inspector will complete the VFW Inspection FORM and an Inspection Report to the Post Commander with a copy to be filed with the Department. The report will include findings and recommendations.

ATTACHMENTS

ATTACHMENT I INSPECTOR LETTER TO POST COMMANDER

MMM DD, YYYY

INSPECTION REPORT FOR: POST #####

TO: Post ##### Commander, NAME_OF_COMMANDER
FROM: Department Inspector, NAME_OF_STATE_INSPECTOR

1. PURPOSE & SCOPE: On MM/DD/YYYY, Department Inspector, [NAME], conducted an inspection of your Post's administrative and financial records for fiscal year 2020 via Zoom. The inspection was conducted in accordance with (IAW) Post Inspection Form REV .20180408 as posted on the Nationals website.

This letter serves as your inspection report with a copy kept on file at the Department.

2. FINDINGS & RECOMMENDATIONS:

General Findings: Overall, Post ##### meets inspection requirements with a few minor items to address.

Specific Findings:

- a. **Item 1.** Post bylaws need to be updated with recommendations listed below and reviewed by National Commander-in-Chief.

Recommendation(s)

Recommend amending the bylaws to include:

- i. Post bylaws should be updated to reflect a more current date (2018)
- ii. Update Officer Election status for Judge Advocate and Surgeon being appointed.
- iii. **Add the following sections Conduct.** Pursuant to Section 218(a)(l)(c) of the National Manual of Procedure, Post Commander shall "insist that the Post business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or

DEPARTMENT OF HAWAII

[NAME]	438 Hobron Lane Suite 407	808-###-#### (c)	stateinspector@vfw-dept-hi.org
State Inspector	Honolulu, Hawaii 96815	808-946-7250 (o)	https://www.vfw-dept-hi.org/

- tend to bring dishonor or embarrassment upon the Post, its members or the Veterans of Foreign Wars of the United States.
- iv. **Electronic Accommodations.** Post Commander at their respective judgment and discretion may make such accommodations to conduct the fraternal business of the organization within applicable health pandemic and other natural disaster federal, state and local governmental ordinances and guidelines where pandemic or other natural disaster federal restrictions apply to include such required meetings electronically.
 - v. All areas in bylaws that require voting should state “present and voting”.
 - vi. Article XI Section 3 Demeter’s Rules of Order should be replaced with Roberts Rules of Order, Newly Revised.
 - vii. Article VII Section about the control of subsidiary units (Post Auxiliary) should be in the Bylaws.
 - a. Sec. 4. For purposes of this Article, the Veterans of Foreign Wars Auxiliary, the Military Order of the Cootie and its Auxiliary are governed by Articles XI and XII respectively of the National By-Laws and Manual of Procedures of the Veterans of Foreign Wars and their respective By-Laws, Rules, and Regulations.
 - b. Sec. 5. All subsidiary units need to deliver an itemized report of the financial and membership status as prescribed by National By-Laws.
 - viii. Article VII
 - a. Section 1 Quartermaster authorizes people who are able to sign checks not the Commander.
 - b. Use of debit card by the QM only should be specified in the bylaws.
- b. **Item 2.** Post Letter of Incorporation needs to be submitted to National for approval and filed respectively.

Recommendation

Submit current letter of incorporation to the department to be forwarded on the National for review.

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- c. **Item 3.** Post Bylaws contain no reference to either electing or appointing the Judge Advocate and Surgeon.

Recommendation

Revise Post Bylaws to reflect the Judge Advocate and Surgeon being elected.

3. OTHER: **The Department needs a revised copy of the Post Bylaws and Letter of Inc.**
4. SUMMARY: The Inspection identified a few minor findings with recommendations detailed above. Addressing these findings will help aide the Post in achieving an improved financial and administrative condition. To better assist you, it is recommended that the Post submit within 30 days of receipt of this letter, updates and corrective actions to address the reported findings. If the Post is unable to update or correct identified findings a corrective plan of action should sent to the Department every 30 days until all findings have been corrected. Each update received will be added to the inspection report maintained with the Adjutant at the State Headquarters.

[NAME]
Assistant Inspector

[NAME]
State Inspector
VFW Hawaii

DEPARTMENT OF HAWAII

DISTRIBUTION:
State Commander
State Adjutant

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ATTACHEMENT III
STATE INSPECTION SCHEDULE

ISLAND	POST	INSPECTOR	PC			QM			REPORT	DATE INSPECTED
O	94	Mattimoe	Jose Cruz	954-304-2560	jruzjr43@hotmail.com	Leslie Carter	808-829-2342	lpjc68@gmail.com		
O	110	Barlett	A. Lam	808-255-8971	adriel.lam@outlook.com	Lary	808-255-8971	lawrence.enomoto@gmail.com		
O	352	Barlett	Jason	808-397-1649	jj1s5@hfofmail.com	A. Antonio	808-232-5137	aaalfredo1949@aol.com		
O	849	Enos	Rocky	808-265-3419	rockynaole@gmil.com	Chris	808-499-9244	chriskemper@gmail.com		
O	970	Barlett	Sean	808-256-2546	symplici@gmail.com	Lane	808-383-4703	quartermaster@vfwpost970.org	y	
O	1540	Mattimoe	P Harai	808-371-4514	peter.harai@gmail.com	T Martinez	808-388-8460	marty1993@hotmail.com	y	
O	1572	Barlett	F. Chang	808-366-0537	fchang217@gmail.com	M Tumacder	808-386-8420	marc96701@gmail.com		
O	2875	Barlett	Russell	518-391-9837	russellcummings@gmail.com	Tim	808-227-2578	twong2015@hotmail.com	y	
O	3292	Mattimoe	Selwyn	808-485-0467	selco2@aol.com	Ralph	808-454-1489	rsakai5@gmail.com		
AS	3391	Enos	S Leo	684-731-4793	an22ileo86@yahoo.com	Maria	684-622-7742	m_vaa@hotmail.com		
Hilo	3830	Barlett	B. Fuata	808-339-4414	bfuata@yahoo.com	Faamanu	808-345-8253	nuf.teofilo@yahoo.com	?	
Maui	3850	Barlett	Paul	808-214-6663	karenschoener11@gmail.com	Harold	215-704-5796	eddille@fogstudios.com		
Kauai	3855	Barlett	Kim	808-651-0609	getblaum@gmail.com	Hary	808-647-0712	haryfin2017@gmail.com		
Maui	3870	Enos	J. Alcon	808-658-0492	jalconjr@panchoalconltd.com	John	808-646-1872	jonhoene@gmail.com		
Hilo	3875	Lewis	Rankin	808-987-4372	rgossert@aol.com	Leonard	808-987-3438	watersh001@hawaii.rr.com	?	
O	8616	Barlett	Lynn	703-861-8528	lbarianosd12@gmail.com	Ron	808-227-3773	lockwood0849@gmail.com		
O	10154	Mattimoe	James	808-228-3323	jameskahalehoe@aol.com	George	808-953-8628	gggffbb@yahoo.com	y	
O	10276	Barlett	R. Shaedel	808-383-3920	ronschaedel@hawaii.rr.com	R. Loo	808-778-8086	lrcloif@gmail.com	y	
O	12122	Lewis	L Kniffin	808-557-1178	lkniffin51@gmail.com	T. Barreto	843-343-6495	tom.barreto@yahoo.com	?	
O	12138	Mattimoe	Frank Bragg	808-347-3020	braggj001@hawaii.rr.com	Thomas	808-423-3437	tmarszalekmba@gmail.com		