

# VETERANS OF FOREIGN WARS OF THE UNITED STATES



DEPARTMENT OF OHIO

Richard Curry  
Quartermaster/Adjutant

The Men and Women of the VFW  
We'd do anything for this country

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May 8, 2024

## 1. SITUATION:

VFW Department of Ohio will be conducting Post Officer Training for the year 2024-25.

## 2. MISSION:

The VFW Department of Ohio mission, working in cooperation with all District Commanders and their Posts within the District will train individual Post Leaders of roles and responsibilities.

## 3. EXECUTION:

### A. INTENT:

The VFW Department of Ohio In-Coming Commander 2024-25 (Senior Vice 2023-24) and leadership group will develop the schedule, prepare to conduct the training and notify all Post locations of their responsibility to host the training.

- (1) District Commanders will contact and ensure each Post within their District know the closest location for training. If possible, District Commander's should attend a training closest to their District.
- (2) All Post Officers who want to attend training will register for the desired location. (See Attached Schedule & Registration Sheet)

### B. KEY TASKS:

Department:

- (1) Department will publish the Training schedule, and forward to all District Commanders. It will also be located on the VFW Department of Ohio Website.
- (2) Department Quartermaster will coordinate with Post locations for date/time and facilities needed.
- (3) Department Trainers will develop all training materials, slides, and handouts.
- (4) Posts hosting the event will ensure the Department Training Team and attendees have an area that is away from all other activities within the facility. (i.e. meeting or rental room).
- (5) Hosting Posts will provide a continental type breakfast (donuts/bagels/coffee/juice) and a catered lunch for attendees.

C. SCHEME OF MANEUVER:

Schedule for Department Post Officer training is attached.

D. END STATE:

The VFW Department of Ohio objective is to educate our Post Officers by giving them the knowledge to operate efficient organizations and effectively lead their Posts.

4. MAJOR EVENTS:

See Training Schedule.

5. ADMIN, LOGISTICS AND COMMUNICATIONS:

- (1) Host Posts will support Department Training Team with facility to use for conducting program and support equipment for presentation such as TVs, Projector Screens other equipment as negotiated by Department & Post representative.
- (2) Travel will be by individuals own mode of transportation
- (3) Department Headquarters will provide \$1,000 to the Post Quartermaster to offset cost of food, incidentals and rent of training space provided by the Post.
- (4) Department Quartermaster will ensure distribution of any changes to schedule or program.
- (5) Department of Ohio will work with District Commanders and Posts on execution of program.
- (6) Districts will ensure all Posts are notified of training to be conducted within travel of their area.
- (7) Posts are authorized to reimburse their Officers attending training for lodging & travel using IRS Published Rate as of Jan 1<sup>st</sup> of beginning of year from VFWOC Charities Account if they are an Agent of VFWOC. There will be VFWOC Charities Training conducted during each session. Post without Charities account are authorized to use their General Fund account to reimburse officers.
- (8) All attendees will submit a voucher for reimbursement to their Post Quartermaster.


6. COMMAND & CONTROL

- a) VFW Department Commander for 2024-25 will be in charge of this program
- b) VFW Quartermaster/Adjutant will:
  - (1) Assign and contact Host Posts for training support.
  - (2) Monitor program implementation and scheduling.
  - (3) Issue expense check to the Post in advance for food & incidentals costs.
  - (4) Provide Commander with information for execution of Training Program.
  - (5) Review, analyze assessment training material and provide to Commander
  - (6) Coordinate any use of Department Vehicles.
  - (7) Track any additional expenditures.
- c) VFW Assistant Adjutant
  - (1) Will track and collect Department Officers vouchers for processing.
  - (2) Will assist Department QM/Adjutant in preparation, set-up, audio/visual for training.

- d) Department Officers will:
- (1) Determine based on schedule where they can participate to best support the program if they are not an instructor.
  - (2) If they are an Instructor, prepare training material and submit for review 30 days prior to first training date for approval.
  - (3) Conduct training at each session, or ensure a qualified substitute will be able to present the class.
- e) District Commanders will:
- (1) Be responsible for Training program coordination and communication with Posts within their District and nearby.
  - (2) Contact and coordinate with Posts to attend the Training Program.
  - (3) Ensure there is a understanding of the importance of the training especially for new officers within your District.
- f) Post Commanders/Quartermasters
- (1) Host Commanders/QMs will coordinate with the Department Quartermaster for requirements.
  - (2) All-Ensure Post Officers attend training.
  - (3) All-Process Post Officer Vouchers that attend training.
  - (4) Provide information to Officers who will attend training.

VFW Department of Ohio: \_\_\_\_\_ :

Official: \_\_\_\_\_

  
Richard T. Curry  
Adjutant

Enclosure 1 – Schedule  
Enclosure 2 – Reservation Form

## **Department Post Officer Training Schedule 2024-25**

The VFW Department of Ohio will conduct our 2024-25 Training Sessions for Commanders, Quartermasters, Post Officers and Trustees. Information is as follows:

### TRAINING #1

Date: June 29, 2024

Time: 9:00am-3:00pm

Location: VFW Post 2901  
1427 E Wheeling Ave.  
Cambridge, Ohio 43725

### TRAINING #2

Date: August 3, 2024

Time: 9:00am-3:00pm

Location: VFW Post 8794  
4100 E Main Street  
Whitehall, Ohio 43213

### TRAINING #3

Date: August 17, 2024

Time: 9:00am-3:00pm

Location: VFW Post 3343  
847 W. Maple St.  
Clyde, Ohio 43420

### TRAINING #4

Date: September 21, 2024

Time: 9:00am-3:00pm

Location: VFW Post 8487  
383 Randolph Rd.  
Mogadore, Ohio 44260

### TRAINING #5

Date: October 5, 2024

Time: 9:00am-3:00pm

Location: VFW Post 7262  
219 N Ohio St.  
Greenville, Ohio 45331

Agenda items will include: Post Commander & Officers Duties, QM School of Instruction, Trustee Duties, Online Reporting (Department & National Website) VFWOC Charities School of Instruction.

Lunch will be provided.

Lodging (1 night)/Travel/Per diem for Post attendees will be reimbursed by submitting the VFWOC Voucher (Attached or on VFWOC website) to their Post Quartermaster and authorized to pay from the Post VFWOC Charities Account.

Encl #1

# DEPARTMENT OF OHIO TRAINING RESERVATION FORM

NAME: \_\_\_\_\_

POST: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

POST POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TRAINING DATE YOU WILL ATTEND \_\_\_\_\_

Please use the attached reservation form for attendance and forward to **Shannon Stanley**, [vfw.sstanley@gmail.com](mailto:vfw.sstanley@gmail.com), fax 614-224-3861 or mail to **Department of Ohio Headquarters, 35 E Chestnut St., Ste 506, Columbus, Ohio 43215** prior to chosen training date.

POC this Headquarters is Department Quartermaster Rick Curry, 614-224-1838.

Encl #2