

CODE OF PROCEDURE

VETERANS AFFAIRS AND REHAB (VA&R) COMMISSION

Approved Special D.E.C. December 2025

Section 1: In the interest of an effective organization and control of American Legion activities, the Department VA&R Commission has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department VA&R programs. (10/05/2014)

Section 2: This Commission shall consist of five members: The new incoming Commander shall appoint a new four (4) year member, a three (3) year member, and a one (1) year member to the Commission. The existing Commission members will go four (4) years to three; three (3) years to two (2); two (2) years to one (1). At the first meeting of the new term, the VA&R Commission will elect one of its members to serve as Vice Chair and one to serve as Secretary during that term of office. The Vice Chair shall assume all duties of the Chair in that person's absence. (10/05/2014)

Section 3: This Commission shall meet at the direction of the Chair or the Department Commander. The Chair shall report to the Department Commander, the D.E.C., and the annual Department Convention. (10/05/2014)

Section 4:

- a. This Commission shall annually prepare and present a budget to the Finance Commission for approval prior to the annual Department Convention.
- b. Quarterly statements of the VA&R budget shall be mailed to all members of the VA&R Commission, members of the Department Executive Committee, the Department Commander, and all Department Service Officers. (10/05/2014)

Section 5:

- a. This Commission shall be the advisory board for the Department Service Office. To implement approved policies and programs, the Department Service Officer, designated as Office Supervisor, shall have administrative authority and operate the Department Service Office at designated authorized hours. The Department Service Office shall be governed by the approved annual budget of the Department VA&R Commission. The Department Service Office will regulate Field Service and visits to VAMC's, subject to the approval of the VA&R Commission. (10/05/2014)
- b. Employee Evaluation. All full-time and ongoing part-time Department Service Office employees shall have Their work performance evaluated by the V A&R Commission chair or designee at the end of a probations period and annually thereafter with 30 days of the anniversary date of the employee's date of hire, date of reclassification or date of transfer to another position. All employee evaluations will be timely and in writing. Once completed, the evaluation will be sent to the Department Adjutant.
- c. All travel outside of this "plan" must be approved by the VA&R Chair. The Commission shall review each travel request so that the Service Officer is covered for actual expenses. This is to be based on the cost of a reasonably priced hotel room with single occupancy, and adequate but reasonable reimbursement for meals. (10/05/2014)
- d. The VA&R Chair or a representative will make at least one visit to the three Department of Veterans Affairs facilities during the year. Those facilities are the Portland VA Hospital, the VA Roseburg Health Care System, and White City VA Rehabilitation Center. Visitations should be arranged with The American Legion volunteer or representative for a tour of the VA facilities. The Chair will make at least one visit to the Department Service Office during the year. (09/17/2017)

Section 6: The Department Service Officer shall submit a monthly report of the Department Service Office activities to this Commission and prepare a column for The Oregon Legionnaire quarterly i.e., once for each edition. The Department Service Officers will supply Post Service Officers with forms and information necessary for their compliance with Post duties. (10/04/2014)

Section 7:

- a. The Service Officer is required to hold Service Officers Outreach programs at the Department Level. The Service Officer will be available upon request, to hold a Service Officers' Outreach Program when notified by the Commission Chair. All requests for Service Officers' Outreach Program must be submitted at least two (2) months in advance through the VA&R Commission for approval. (12/05/2025)
- b. The Service Officer shall attend Department Executive Committee meetings, subject to the approval of the Chair and/or Commission. Adequate prior planning must be done so that Post Service Officers and veterans in the area will be able to avail themselves of this service. (10/05/2014)

Section 8: The annual VA&R budget will not provide for direct relief or welfare. (10/04/2014)

Section 9:

- a. The VA&R Chair shall see that the VA Hospital representative has a copy of the VA&R Code of Procedure. Also, a copy defining his/her Code of Procedure and duty assignments as the VA Hospital representative, on file at his/her location. (10/05/2014)
- b. VA&R representative and Deputy Medical Center and VA&R Center volunteers will be reimbursed at the rate of 20 cents per mile round trip, providing the travel is in excess of five (5) miles with a maximum reimbursement up to 100 miles per trip from their home to the official volunteer site. All VA&R travel expense requests must be provided to the VA&R Chair within 30 days after the date of the event. (10/05/2014)