

INSTRUCTIONS FOR VAVS PINS:

1. Fill in your Department name.
2. The VFW VAVS Representative or the Associate Representative (for their volunteers from their state) should verify the hours obtained for the volunteers from the Volunteer Service Program Manager.
3. Print or type the volunteers name, their Post number (if non-members please indicate), and the number of hours they have served in the appropriate column.
4. Leave the last column blank. This column is used by National.
5. Print or type the name and type of the facility (VAMC, OPC, CBOC, VANHC).
6. Have the Volunteer Service Program Manager or their designee certify that the hours are correct by signing on the appropriate line.
7. Be sure the VFW VAVS Representative or designated Deputy Representative signs on the authorization line.
8. Print or type the name, title, address and telephone number of the individual you want the awards shipped to for distribution.
9. Forward the complete form to your Department for the signature of the Department Commander or Adjutant.
10. The Department will certify and forward the completed forms to the Director, National Veterans Service, 200 Maryland Avenue, N.E., Washington, DC 20002.

If you have any questions, please call (202) 543-2239 and we will be happy to assist you.