

ADJUTANT TRAINING – 2026 DEPARTMENT CONVENTION

1. Roles and Responsibilities of the Adjutant

- a. Reference Chapter Officer Guide
- b. Reference Constitution and Bylaws
 - i. National
 - ii. Department
 - iii. Chapter
- c. All business and correspondence with Department goes via the Department Adjutant. Correspondence with the Commander should cc: the Adjutant.

2. How National, Department, and Chapter Adjutants differ

- a. At the National level, the Adjutant is a paid position and is also the CEO of the DAV organization. He is responsible for the operations of the organization and for crafting and distributing information and directives on behalf of the National Commander.
- b. At the Department level, the Adjutant is a paid position and is also the CEO of the state DAV organization and the Department's contracting authority. He is responsible for the operations of the organization and for crafting and distributing information and directives on behalf of the Department Commander, including directing the Department Inspector when an appropriate situation arises. He is the point of contact with the National organization, particularly with the National Adjutant and Inspector General. The Adjutant is the Officer Authorized to Receive Mail for the Department, is responsible for all record keeping for the Department, and for maintaining records in accordance with DAV Bylaws and Regulations. The Adjutant is the default Secretary for all Department committees.
- c. At the Chapter level, the Adjutant is a volunteer position and is responsible for the day-to-day operations of the Chapter. The Adjutant is generally the point of contact for communications with the Department Adjutant, responsible for passing information shared in Commander and Adjutant Memoranda to members as appropriate. The Adjutant is normally the Officer Authorized to Receive Mail for the Chapter, is responsible for all record keeping for the Department, and for maintaining records in accordance with DAV Bylaws and Regulations. The Adjutant manages and submits the Officer Election Report and works with the Chapter Treasurer to ensure the Annual Financial Report is completed correctly and submitted online on time. The Adjutant is the default Secretary for all Chapter committees.

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3. Officer Election Report (OER)

- a. The OER is due ONLINE to National no later than 10 calendar days following that date of your Installation.
 - i. Notify the Department Adjutant when you have completed and submitted your OER.
- b. Information on each officer needs to be complete. You autofill the officer fields by clicking on the search glass to the right of the name field and then searching either by first and last name or by member number.
 - i. Technique: I keep the Chapter roster next to me when doing the OER and use the membership number, as it eliminates the potential for multiple people with the same name.

4. CSO Training Nominations

- a. Due to NSO (with copy to Department Admin) by at least one month prior to training date.
 - i. It is preferred for you to type the information rather than written by hand.
 - ii. After the form is signed, scan it and e-mail it to the NSO Office and Department Admin.
- b. Applies to January in-person session, May remote session, and Department Convention in-person session.
- c. All information must be completed for each Chapter nominee.
 - i. A valid e-mail address for each CSO nominee is critical because that is where information will be sent from the NSOs prior to training.
 - ii. Nomination forms must be signed and dated by Commander and Adjutant.
- d. All nominees for CSO training need to have a Service Officer Guide available during the training, as well as any forms provided by the NSO by e-mail prior to training.

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5. Volunteer Hours

- a. Volunteerism is what allows DAV to serve Veterans, their families, and their survivors through every program the organization has.
- b. Recognizing volunteers is a low-cost way to keep them motivated and engaged.
 - i. Adjutants need to have a process to record and report volunteer hours. This includes the monthly LVAP report due by the 5th of each month. This program costs nothing... This is how volunteers get their volunteer hours recognition pins and gifts from National.
 - ii. Commanders are encouraged to have in-house volunteer recognition programs. This can be a variety of things, from certificates to coins to plaques or trophies and more...

6. Convention Delegate Report

- a. Department. Normally due to Department by May 1st.
 - i. Chapters generally have criteria for qualifying to be a delegate (such as attending 6 of the last 10 general meetings).
 - ii. Effective with the 2026 Department Convention, if your convention delegate report is not received by the deadline, your delegates will not be recorded...
- b. National. Due to National by July 1st.
 - i. IF you do not turn into National by July 1st, you can only register as a guest, which means that you will not be able to attend any of the seminars during the National Convention!